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
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, October 26, 2015

AGENDAS with Estimated Timelines–

<table>
<thead>
<tr>
<th>Action Items</th>
<th>5:30 p.m.</th>
</tr>
</thead>
<tbody>
<tr>
<td>1. CALL OPEN SESSION TO ORDER</td>
<td>5:30 p.m.</td>
</tr>
</tbody>
</table>

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

| 2. RECESS INTO EXECUTIVE SESSION | 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
      • Joseph Belter, Assistant Director of Residence Life
   B. New to Position
      • Danaye Gonzalez, Childhood Education & Family Studies Assistant
      • Christopher Eckersley, Web System Administrator
   C. 2015-16 Resident Assistants
   D. 2015-16 Student Government

6. BOARD DEVELOPMENT
   A. Presentations
      1) Transitional Education *Presenter: Meredith Bulinski*

7. BOARD REPORTS/INFORMATION
   A. Important Dates/Items
      • 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 *(audit meeting only)*
      • 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
8. COLLEGE REPORTS
   A. President’s Report
      1) Health and Science Technology Building
   B. Financial Reports, Exhibit # 8 B
      Presenter: Kathy Dixon
      1) Statement of Budget and Revenue and Expenditures – General Fund, Exhibit # 8 B 1
      2) Statement of Revenue and Expenditures – All Funds, Exhibit # 8 B 2
      3) Enterprise Fund Categories, Exhibit # 8 B 3
      4) Enterprise Fund, Exhibit # 8 B 4
   C. Hiring Matrix, Exhibit # 8 C
9. CONSENT AGENDA
   A. September 2 and 3, 2015 Retreat Minutes, Exhibit # 9 A
   B. September 21, 2015 Minutes, Exhibit # 9 B
10. OLD BUSINESS
    A. Board Policy Review – 1st Readings
       • 4010, Program Approval
       • 4015, Expansion, Deletion and Reduction of Instructional Offerings
       • 4020, Instructional Assessment
       • 6015, Authorized Signatures
       • 6036, Purchasing
       • 6040, Independent Contractors-Personal Services Contracts
       • 6070, Funding Proposals and Application
       • 6095, Disposal of College Property
11. PUBLIC COMMENT
12. NEW BUSINESS
    A. Rules of Procurement, Exhibit # 12 A
    B. Title III Grant, Exhibit # 12 B
    C. Student Support Services Grant, Exhibit # 12 C
    D. Marketing, Exhibit # 12 D
    E. Early Retirement
13. CORRESPONDENCE/INFORMATION
14. 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.
New to College:

Joseph Belter – Assistant Director of Residence Life (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:
- Resident Director, 2013 – 2015, New Mexico State University, Las Cruces, NM
- University Success Graduate, 2012 – 2013, Portland State University Residence Life, Portland, OR
- Marketing Intern, 2012 – 2013, Portland State University Housing Office, Portland, OR
- Apparel Associate, 2008 – 2012, Dick’s Sporting Goods, Tigard, OR
- Leisure Skills Instructor, 2006 – 2008, Clemson University, Clemson, SC

New to Position:

Danaye Gonzalez – Childhood Education & Family Studies Assistant (Part – Time Classified)

Education:
- Bachelor’s in Child and Family Studies – Portland State University, Portland, OR

Recent Work Experience:
- Head Cheerleading and Dance Team Coach, 2011 - present, SWOCC, Coos Bay, OR
- Dance Director and Preschool Teacher, 2007 – 2009, Peake Academy at Play Boutique, Lake Oswego, OR

Christopher Eckersley – Web System Administrator (Full – Time MASSC)

Education:
- Working on Associates in Computer Science – SWOCC, Coos Bay, OR

Recent Work Experience:
- Curry Technology Support Technician, 2015, SWOCC, Coos Bay, OR
- Graphics Engineer, 2012 - 2014, Megalodon Multimedia Inc, Brookings, OR
- Manager/Owner, 2006 – 2012, Banana Belt Janitorial, Brookings, OR
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 September 30, 2014

**October 16, 2015**

<table>
<thead>
<tr>
<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, 2015)</strong></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Undesignated</td>
<td>$ 2,699,369.75</td>
<td>$ 2,000,000</td>
<td>699,369.75</td>
<td>135.0%</td>
</tr>
</tbody>
</table>

| Revenues: | | | | |
| **State Support** | 1,456,297.49 | 6,985,840 | (5,529,542.51) | 20.8% |
| **Federal Support** | 1,508.35 | 13,500 | (11,991.65) | 11.2% |
| **Local Support (Taxes)** | 38,484.84 | 78,947.11 | 5,375,060 | (5,296,112.89) | 1.5% |
| **Tuition & Fees (Net of Waivers)** | 490,051.13 | 2,731,307.76 | 6,104,924 | (3,373,616.24) | 44.7% |
| **Interest Earnings** | 7,283.01 | 15,943.02 | 82,500 | (66,556.98) | 19.3% |
| **Other Income** | 38,048.51 | 57,546.52 | 306,272 | (248,725.48) | 18.8% |
| **Loan Proceeds** | 1,000,000.00 | 4,500,000 | (3,500,000.00) | 22.2% |
| **Transfers from Other Funds** | - | - | 624,175 | (624,175.00) | 0.0% |
| **Total Revenues** | 574,643.91 | 5,341,550.25 | 23,992,271 | (18,650,720.75) | 22.3% |

| Total Resources Available | 8,040,920.00 | 25,992,271 | (17,951,351.00) | 30.9% |

| Expenditures: | | | | |
| **Personnel Services** | 9,553,897 | 7,651,286.14 | | 19.9% |
| **Payroll Taxes & Benefits** | 4,444,372 | 3,424,020.47 | | 23.0% |
| **Materials & Services (Net of Waivers)** | 3,510,310 | 2,710,434.56 | | 22.8% |
| **Capital Outlay** | 75,400 | 37,453.16 | | 50.3% |
| **Debt Service:** | | | | |
| **Principal** | 4,500,000 | 4,500,000.00 | | 0.0% |
| **Administrative Fees & Interest** | 35,000 | 33,625.00 | | 3.9% |
| **Transfer to Other Funds** | 2,073,292 | 2,073,292.00 | | 0.0% |
| **Total Expenditures** | 1,250,365.09 | 3,762,159.67 | 24,192,271 | 20,430,111.33 | 15.6% |

| Revenues over (under) expenditures | (675,721.18) | 1,579,390.58 | | |
| **Ending Fund Balance** | $ 4,278,760.33 | $ 1,800,000 | | |
### Comparative Statement of Revenues and Expenditures - All Funds

For the Periods Ending September 30, 2015 and 2014

<table>
<thead>
<tr>
<th></th>
<th></th>
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</tr>
</thead>
<tbody>
<tr>
<td><strong>Revenues:</strong></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>State Support</td>
<td>$1,456,297.49</td>
<td>$1,587,165.64</td>
<td>$20,222.33</td>
<td>$41,736.33</td>
</tr>
<tr>
<td>Federal Support</td>
<td>$1,508.35</td>
<td>$1,612.21</td>
<td>$328,110.91</td>
<td>$378,065.13</td>
</tr>
<tr>
<td>Local Support (Taxes)</td>
<td>$78,947.11</td>
<td>$84,915.37</td>
<td>$99,639.00</td>
<td>$128,009.36</td>
</tr>
<tr>
<td>Tuition &amp; Fees (Net of Waivers)</td>
<td>$2,731,307.76</td>
<td>$2,621,665.55</td>
<td>$78,261.50</td>
<td>$315,668.95</td>
</tr>
<tr>
<td>Interest Earnings</td>
<td>$15,943.02</td>
<td>$29,189.53</td>
<td>$2.04</td>
<td>$217.39</td>
</tr>
<tr>
<td>Other Income</td>
<td>$57,546.52</td>
<td>$42,194.33</td>
<td>$93,781.88</td>
<td>$3,161.77</td>
</tr>
<tr>
<td>Other Grant Income and Loans</td>
<td>$1,000,000.00</td>
<td>$1,500,000.00</td>
<td>$78,261.50</td>
<td>$111,779.06</td>
</tr>
<tr>
<td><strong>Total Revenues</strong></td>
<td>$5,341,550.25</td>
<td>$5,866,742.63</td>
<td>$620,088.54</td>
<td>$975,476.22</td>
</tr>
<tr>
<td><strong>Expenditures:</strong></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Personal Services</td>
<td>$1,902,610.86</td>
<td>$1,856,115.06</td>
<td>$390,276.75</td>
<td>$419,567.86</td>
</tr>
<tr>
<td>Payroll Taxes &amp; Benefits</td>
<td>$1,020,351.53</td>
<td>$938,330.16</td>
<td>$172,287.58</td>
<td>$172,670.54</td>
</tr>
<tr>
<td>Materials &amp; Services</td>
<td>$799,875.44</td>
<td>$894,298.39</td>
<td>$253,968.95</td>
<td>$259,288.45</td>
</tr>
<tr>
<td>Capital Outlay</td>
<td>$37,946.84</td>
<td>-</td>
<td>$4,037.27</td>
<td>-</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>$1,375.00</td>
<td>$10,500.00</td>
<td>-</td>
<td>-</td>
</tr>
<tr>
<td>Transfers to Other Funds</td>
<td>-</td>
<td>-</td>
<td>-</td>
<td>-</td>
</tr>
<tr>
<td><strong>Total Expenditures</strong></td>
<td>$3,762,159.67</td>
<td>$3,699,243.61</td>
<td>$816,533.28</td>
<td>$891,564.12</td>
</tr>
<tr>
<td><strong>Revenues Over (Under) Expenditures:</strong></td>
<td>$1,579,390.58</td>
<td>$2,167,499.02</td>
<td>$(196,444.74)</td>
<td>$83,912.10</td>
</tr>
<tr>
<td>Fund Balance (July 1)</td>
<td>$2,699,369.75</td>
<td>$2,171,492.06</td>
<td>$557,368.63</td>
<td>$443,784.75</td>
</tr>
<tr>
<td><strong>Fund Balance (End of Month)</strong></td>
<td>$4,278,760.33</td>
<td>$4,338,991.08</td>
<td>$360,923.89</td>
<td>$445,613.40</td>
</tr>
</tbody>
</table>

Southwestern Oregon Community College

Exhibit # 8 B 2
Date October 26, 2015
### Southwestern Oregon Community College

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

*For the Periods Ending September 30, 2015 and 2014*

**Exhibit # 8 B 2**

**Date:** October 26, 2015

<table>
<thead>
<tr>
<th>Revenues:</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>
</tr>
</thead>
<tbody>
<tr>
<td>State Support</td>
<td>$ - $ -</td>
<td>$ - $ -</td>
<td>$ - $ -</td>
<td>$ - $ -</td>
<td>$ - $ -</td>
</tr>
<tr>
<td>Federal Support</td>
<td>- -</td>
<td>- -</td>
<td>- -</td>
<td>- -</td>
<td>- -</td>
</tr>
<tr>
<td>Local Support (Taxes)</td>
<td>- -</td>
<td>- -</td>
<td>- -</td>
<td>- -</td>
<td>- -</td>
</tr>
<tr>
<td>Tuition &amp; Fees (Net of Waivers)</td>
<td>- -</td>
<td>- -</td>
<td>- -</td>
<td>- -</td>
<td>- -</td>
</tr>
<tr>
<td>Interest Earnings</td>
<td>- - 1.10</td>
<td>- -</td>
<td>- -</td>
<td>- -</td>
<td>- -</td>
</tr>
<tr>
<td>Other Income</td>
<td>- -</td>
<td>- -</td>
<td>19,450.17 46,591.65</td>
<td>1,141,972.58 1,018,893.17</td>
<td>- - 18,217.00</td>
</tr>
<tr>
<td>Other Grant Income and Loans</td>
<td>- -</td>
<td>- -</td>
<td>- -</td>
<td>- -</td>
<td>- -</td>
</tr>
<tr>
<td>Transfers</td>
<td>- -</td>
<td>- -</td>
<td>- -</td>
<td>- -</td>
<td>- -</td>
</tr>
<tr>
<td><strong>Total Revenues</strong></td>
<td>- - 1.10</td>
<td>- 19,450.17 46,591.65</td>
<td>3,134,625.22 2,857,892.15</td>
<td>24,361.02 36,948.00</td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Expenditures:</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>
</tr>
</thead>
<tbody>
<tr>
<td>Personal Services</td>
<td>- -</td>
<td>- -</td>
<td>33,104.49 31,385.94</td>
<td>387,659.26 439,726.97</td>
<td>- -</td>
</tr>
<tr>
<td>Payroll Taxes &amp; Benefits</td>
<td>- -</td>
<td>- -</td>
<td>18,685.39 15,717.41</td>
<td>178,246.52 175,745.15</td>
<td>- -</td>
</tr>
<tr>
<td>Materials &amp; Services</td>
<td>37,106.20 95,576.19</td>
<td>10.00 44,143.56 50,520.91</td>
<td>729,022.94 824,993.55</td>
<td>15,416.96 7,685.37</td>
<td></td>
</tr>
<tr>
<td>Capital Outlay</td>
<td>331,307.60 46,345.26</td>
<td>- -</td>
<td>- -</td>
<td>- -</td>
<td>- -</td>
</tr>
<tr>
<td>Debt Service: Principal</td>
<td>- -</td>
<td>265,213.70 259,645.94</td>
<td>- -</td>
<td>- -</td>
<td>- -</td>
</tr>
<tr>
<td>Interest &amp; Administrative Fees</td>
<td>- -</td>
<td>34,374.00 57,555.99</td>
<td>- -</td>
<td>650.00 552.94</td>
<td>- -</td>
</tr>
<tr>
<td>Transfers to Other Funds</td>
<td>- -</td>
<td>- -</td>
<td>- -</td>
<td>- -</td>
<td>- -</td>
</tr>
<tr>
<td><strong>Total Expenditures</strong></td>
<td>368,413.80 141,921.45</td>
<td>299,597.70 317,201.93</td>
<td>95,933.44 97,624.26</td>
<td>1,295,578.72 1,441,018.61</td>
<td>15,416.96 7,685.37</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Revenues Over (Under) Expenditures:</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>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>(368,413.80) (141,921.45)</td>
<td>(299,596.60) (317,201.93)</td>
<td>(76,483.27) (51,032.61)</td>
<td>1,839,046.50 1,416,873.54</td>
<td>8,944.06 29,262.63</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Fund Balance (July 1)</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>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>35,630.79  38,211.47</td>
<td>5,799.58 5,799.58</td>
<td>- -</td>
<td>1,285,482.02 729,319.80</td>
<td>- -</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Fund Balance (End of Month)</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>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>$(332,783.01) $(103,709.98)</td>
<td>$(293,797.02) $(311,402.35)</td>
<td>$(76,483.27) $(51,032.61)</td>
<td>3,124,528.52 2,146,193.34</td>
<td>8,944.06 29,262.63</td>
</tr>
</tbody>
</table>
Enterprise Fund Categories

**Exhibit # 8 B 3**
**Date** October 26, 2015

**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
<table>
<thead>
<tr>
<th></th>
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</tr>
</thead>
<tbody>
<tr>
<td><strong>Revenues:</strong></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Tuition/Fees</td>
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### Comparative Statement of Revenues and Expenses - Enterprise Funds
For the Periods Ending September 30, 2015 and 2014

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## Information: College Hiring Update

**NEW HIRES: SEPTEMBER 2015**
The following staff members have been hired or moved since the last Board of Education meeting:

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<td><strong>MASSC</strong></td>
<td><strong>Classified</strong></td>
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**Joseph Belter** - Assistant Director of Residence Life  
**Chris Eckersley** - Web System Administrator  
**Danaye Gonzalez** - Childhood Education & Family Studies Assistant

## Information: College Recruiting Update

**CURRENT OPENINGS:**

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- Full Time Custodian  
- Student Success Specialist .55  
- C2 Career Coach  
- Math Learning Center Teacher Aide  
- Duplicating Technician  
- Coordinator of Disability Support Service/Advisor for In District High School Students  
- Proctor/Testing Coordinator  
- SSS Student Success Advisor  
- Science Lab Assistant  
- Custodial Supervisor  
- Trio SSS Project Assistant  
- Campus Security  
- OCCI Custodian/Maintenance/Grounds  
- Parenting Assistant  
- Interim Human Resources Director

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

*Contingent on funding
SOUTHWESTERN OREGON COMMUNITY COLLEGE  
Board of Education  
Retreat Meeting Minutes  
September 2, 2015

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

Staff  
Patty Scott (President)  
Jan Baxter  
Tim Dailey  
Elise Hamner  
Ross Tomlin  
Janet Pretti  
Eric Stasak  

CALL TO ORDER  
Board of Education Chair Susan Anderson called the meeting to order at 10:05 a.m.  
Members of the Board met at OCCI. Due and proper public meeting notice was provided.

BOARD RESPONSIBILITIES, EVALUATION, COMMITTEE APPOINTMENTS

Copies of Board Policies # 2011 and 2060 were distributed at the meeting and modifications were made.

Copies of the 2015 Board of Education Evaluation results were distributed and discussed.

The following committee appointments were made:

- Board Policy Committee - Judy May-Lopez, Harry Abel and Marcia Jensen
- Finance Audit Committee - Harry Abel and Ken Messerle
- OCCA Rep - Marcia Jensen
- OCCA Alternate Rep - David Bridgham
- Foundation Reps - Susan Anderson and Ken Messerle
- President’s Evaluation Committee - Judy May-Lopez, Tim Bishop and Susan Anderson

STATE AND COLLEGE ORGANIZATIONAL CHARTS

Copies of the organizational charts were distributed at the meeting and President Patty Scott brieﬁed the Board on the state structure. The Board provided valuable feedback on ways OCCA could create more valuable resources for local board members to Marcia Jensen (new 2015-16 OCCA Executive Board President).

2015 LEGISLATIVE SESSION HIGHLIGHTS

Copies were distributed. Discussion occurred on the FREE Community College bill, community college funding and regarding universities 4-H extension offerings not being included in the outcome based funding model as universities lobby separately on them.
POLICY DISCUSSION

Current Policies – Executive Assistant Deb Nicholls shared copies of a list of current Board policies. She explained that all policies were reviewed at least once every four years. Copies of the policies to be reviewed during the 15-16 academic year were also distributed at the meeting.

Weapons - Examples of other community college policies and a summary matrix listing the individuals on campuses allowed to carry (if they are), what exceptions, etc. were distributed at the meeting. At SWOCC, students currently check their hunting rifles in with Security upon arrival and check them out when they want to use them. Non-employee individuals with concealed weapons permits are allowed to carry their weapons. An in-depth discussion occurred.

It was recommended that the Board Policy Committee continue modification of the proposed APP for future review by the full Board.

VISION AND MISSION STATEMENT

The current statements were reviewed. Chair Anderson suggested visiting with community members to solicit their interests, to build relationships, and in identifying individuals that might be interested in supporting the College, to work on the bond campaign, and in enhancing college offerings to meet the needs/wants of our community.

The importance of Board members having talking points on the College in general as well as the proposed bond, allowing them to articulate information to community members and service groups, was stressed.

LUNCH – The Board recessed for lunch.

COLLEGE UPDATES

Health & Science Building Project – How the board can help in the campaign?

Foundation Director Elise Hamner briefed the Board on the Foundation Board’s work and their recommendations. The Foundation Board is going to commit $100,000 to the construction of the new building. The goal is for both boards to be 100% in support of the project.

It was noted that a Political Action Committee (PAC) had not yet been established, but that efforts were underway to identify community stakeholders. The Foundation’s role will be to provide information and coordinate testimonials for campaign ads. Members from both boards will serve on the PAC.

Money match – If the College does not meet the match they cannot ask for capital construction money in the future.

President Scott reminded the Board that due to new legislation, only Coos County residents would vote on the bond, which is estimated at $0.09/$1,000 valuation to Coos County residents only.

Accreditation - Copies of an Overview of the Accreditation Standards, Accreditation, and Comprehensive Peer-Evaluation Report Recommendations were distributed at the meeting. Vice President Ross Tomlin briefed the Board on the status of the College’s reports.

Budget – Vice President Eric Stasak addressed the Board conducting a short PowerPoint on where the College was going with budgeting. He shared his excitement on the roll-out of real time budget monitoring and multi-year forecasting tools.

360° Evaluation Update

President Scott explained that a 360° evaluation process was developed and implemented last year for the managers group. She recommended that the Board use the same process for her next evaluation as staff were becoming familiar with it. Human Resources Director Jan Baxter distributed copies of the Manager Evaluation process used this year, which included the piloted 360° feedback process, and noted that the form and process were being refined.
BOARD GOALS
Copies of the 2014-15 goals were distributed for preparation for tomorrow’s discussion.

GUIDING PRINCIPLES
Copies of the principles created at the 2014 Retreat were distributed at the meeting.

President Scott briefed the Board on presentations made at Board meetings throughout the year and asked for feedback on other presentations they wanted (see below):

- Walkthrough of Sumner and Coaledo Halls and a list of all the programs that use the facilities
- Walkthrough of Sitkum Hall seismic renovations
- Walkthrough of Third Floor renovations
- Facilities updates on each month’s agenda – focusing on different areas (i.e., H & S bldg. in the fall and then have deferred maintenance at other times)
- New and unique CTE programs/initiatives

RECESS – The Board recessed for the evening.

SOUTHWESTERN OREGON COMMUNITY COLLEGE
Board of Education
Retreat Meeting Minutes
September 3, 2015

ATTENDANCE

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

Staff
Patty Scott (President)
Jan Baxter
Tim Dailey
Elise Hamner
Anne Matthews
Ross Tomlin
Janet Pretti
Eric Stasak

Guests
Foundation Board

RECONVENED
Board of Education Chair Susan Anderson reconvened the Retreat at 8:47 a.m. Members of the Board met at OCCI. Due and proper public meeting notice was provided.

GOAL SETTING, GUIDING PRINCIPLES
The Guiding Principles created at the 2014 Retreat were reviewed and discussed.

The 2014-15 goals were reviewed and discussion occurred on 2015-16 goals. The following 2015-16 goals were developed for Board adoption on September 21, 2015:

2. Add Deferred Maintenance/Facilities to the monthly Board agendas.
3. So that we can respond effectively, become knowledgeable about key issues including…
   - HECC, CCWD, Boards of Education and Higher Education, and their relationships and impact
   - Vision for Community Enhancement Plan funding

4. Review and revise board policy sections 3000 to 6000.

5. Work with the Foundation Board to implement the College vision and goals.

6. Support and participate in Foundation activities.

MARKETING PLAN

Anne Matthews addressed the Board on the new marketing initiative. DHX Advertising was selected after a formal Request for Proposal process. DHX visited both campuses, reviewed the College’s materials and website, and surveyed high school students from various parts of Oregon. DHX’s findings/recommendations were shared with the Board.

The high school students surveyed shared that they:
   - had a positive perception of community colleges
   - felt community colleges were affordable - good places to start
   - had heard of Southwestern, but didn’t know where it was

DHX felt SWOCC was presenting a ‘camp-like’ setting and added that it needed to move in a more collegiate direction. It was stressed that everything the College does communicates its brand. DHX indicated that companies are either building their brand or eroding it.

TOUR OF SUMNER AND COALEDO HALLS AND THE PROPOSED SITE FOR THE NEW HEALTH & SCIENCE BUILDING

The Board toured the current health and science facilities as well as the proposed site for the new building.

LUNCH – The Board recessed for lunch with the Foundation Board.

JOINT MEETING WITH FOUNDATION BOARD

Members of the Foundation Board joined the meeting. Both boards met to discuss the Health & Science Technology building project.

Director Hamner briefed the boards on the project, stressing the importance of 100% support of both boards. A Declaration of Support was presented for all members to sign that will be displayed in the Empire Hall lobby serving as a visual of the support of both boards.

WRAP-UP

President Scott mentioned the College’s plans to make a $50,000-$65,000 donation from indirect grant fees to fund the bond campaign so that a campaign firm could be hired to start the polling process for campaign messaging.

ADJOURNMENT

Chair Anderson adjourned the Retreat at 4:00 p.m.

Respectfully submitted,

Susan Anderson, Board Chair

Patty Scott, Clerk

Deb Nicholls, Recording Secretary
SOUTHWESTERN OREGON COMMUNITY COLLEGE
BOARD OF EDUCATION
MEETING MINUTES

September 21, 2015

ATTENDANCE
Board of Education/Staff (Quorum Present)

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

Staff/ExOfficios
Patty Scott (President) * Keith Lehman
Jan Baxter * Tasha Livingstone
Emerald Brunett Desiiree Martin
Chelsea Clemens Jeffrey Nelson
Russell Cole Deb Nicholls *
Brian Crager Karen Pederson
Kathy Dixon Tony Peters
Karen Domine Janet Prett (IPV)
Cherri Dunning Mike Springer
Chloe Eberlein Eric Stasak
Robin Finney Lisa Straws
Elise Hammer Ross Tomlin *
Mike Herbert Heather Weber
Rod Keller Cody Yeager
Rocky Lavoie *

*Also present at Executive Session

CALL TO ORDER
Chair Susan Anderson called the session to order at 5:35 p.m.

RECESS INTO EXECUTIVE SESSION
The Board recessed into Executive Session under ORS 192.660 (2) from 5:35 to 5:53 p.m.:

• (d) Labor Negotiations – Updates on Faculty bargaining and arbitration.
• (e) Property – Updates on various properties in the College’s district.
• (h) Legal Rights – Update on phone system litigation.
• (i) Personnel – Update on a BOLI complaint.

RECONVENE INTO OPEN SESSION
Chair Anderson reconvened the open session at 6:00 p.m.

AGENDA CHANGES
None were made.

INTRODUCTIONS
EMPLOYEES Exhibit # 5
The following employees were introduced to the Board:

New to College
• Desieree Martin, Equipment and Supplies Supervisor
• Jeffrey Nelson, Student First Stop Representative
New to College cont’d

- Chloe Eberlein, Student First Stop Representative
- Tasha Livingstone, Tenure Track Forestry Instructor
- Mike Springer, Biology 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

New to Position

- Bryan Thurman, Tenure Track Welding Instructor (not in attendance)
- Cherri Dunning, CARE Connections Resource and Referral/QRIS/Provider Trainer

PRESENTATIONS

FACILITIES MASTER PLAN UPDATE
Facilities Director Emerald Brunett briefed the Board on the work planned to update the 2008 Facilities Master Plan. President Scott noted that the Plan developed in 2008 was extremely helpful when the Legislature requested deferred maintenance needs with an extremely short response time.

- Phase 1: Data Gathering (three months to a year)
- Phase 2: Committee Input (six months to a year)
- Phase 3: Review (three months to a year)

Divers to the update are:

- Mission
- Academic planning
- Demographics
- Climate
- Sustainability
- Site

In 2017, the College can ask for money to renovate buildings. The tentative plan would be to renovate Sumner and Coaledo.

It was noted that the Seismic retrofit of Sitkum Hall had been completed within budget.

BOARD REPORTS/INFORMATION

IMPORTANT DATES
The Board reviewed numerous upcoming events.

BOARD OPERATIONS

OCCA Report
Marcia Jensen reported that the OCCA Board had just begun their planning for the year, noting that several things were on the horizon including discussion on Free Tuition (Oregon Promise). The initial cost for the project ($10 million) may be enough to fund the projected graduating class. However, there is talk that the Legislature will backfill if there is greater need.

Copies of the State’s Workforce Innovation and Opportunity Act Implementation FAQs were distributed at the meeting. President Scott explained that the newly formed WIOA Board, which she serves on, covers Douglas, Coos and Curry counties and will decide how the money will be distributed to the providers. The WIOA Board is in the process of hiring an executive director. The WIOA office will be housed temporarily on the Coos Bay campus.
Jensen shared that Oregon Chief Education Officer Nancy Golden was retiring and added how impressive and attentive Dan Finley the new CCWD director had been.

**2015-16 Board Goals, Exhibit 7 B 2**
Copies of the draft goals developed at the 2015 Retreat were included in the meeting materials.

*M09/15-1*  
Marcia Jensen’s motion to approve the 2015-16 Board Goals, as presented, was seconded by Ken Messerle. Upon call for the vote, the **MOTION PASSED** unanimously.

**COLLEGE REPORTS**  
**PRESIDENT’S REPORT**
President Scott briefed the Board on:
- **Achieving the Dream Leader College** – This national recognition is very exciting news for the College. It opens up more opportunities for funding for student success initiatives. This was a faculty led project and it’s been great to see the success.
- **Inservice** – Copies of the pamphlet listing new employees and years of service recognitions were distributed at the meeting.
- **Enrollment** – Although cautiously optimistic, it appears to be up at this time. Housing has more than 400 students; Culinary is around 135.
- **New Lighthouse Logo** – Examples of the latest version of the updated lighthouse were reviewed.

*M09/15-2*  
Marcia Jensen’s motion to accept the new lighthouse logo was seconded by Ken Messerle. Upon call for the vote, the **MOTION PASSED** unanimously.

- **Health & Science Campaign** – Conceptual drawings were presented at inservice. President Scott and Foundation Director Elise Hamner recently met with Bay Area Hospital’s CEO Paul Janke on the project.

**FINANCIAL REPORTS, Exhibits # 8 B 1 - 4**
Copies of the financial reports were included in the meeting materials. Business Manager Kathy Dixon briefed the Board, noting that the reports did not reflect the $500,000 Credit Line payment.

**CONSENT AGENDA**  
**CONSENT AGENDA, Exhibit # 9 A**
Copies of the item were included in the meeting materials.

*M09/15-3*  
Ken Messerle’s motion to approve the Consent Agenda, as presented, was seconded by Marcia Jensen. 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 July 27, 2015, Exhibit # 9 A.

**OLD BUSINESS**  
None was presented.

**PUBLIC COMMENT**  
None were heard.

**NEW BUSINESS**  
**Health and Science Donation, Exhibit # 12 A**
Copies of the resolution were included in the meeting materials.

*M09/15-4*  
Ken Messerle’s motion to direct the College to pursue the funding and work towards realization of the Health and Science Technology building and authorize the immediate transfer of $65,000 to the Southwestern Oregon Community College Foundation for this purpose was seconded by David Bridgham. Upon call for the vote, the **MOTION PASSED** unanimously.
Multi-Passenger Vehicle Lease, Exhibit # 12 B
Copies of the resolution were included in the meeting materials.

M09/15-5
Ken Messerle’s motion to approve 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 was seconded by Judy May-Lopez. Vice President Eric Stasak briefed the Board on the lease program that will result in a much improved fleet over a period of four to six years. Upon call for the vote, the MOTION PASSED unanimously.

EX-OFFICIO
WRITTEN REPORTS
No reports were submitted.

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

Administrative Services, Exhibit # 14 A 2
Instructional Services, Exhibit # 14 A 3
Integrated Technology Services, Exhibit # 14 A 4
Human Resources Hiring Matrix, Exhibit # 14 A 5
Curry Campus, Exhibit # 14 A 6

CORRESPONDENCE
No correspondence was presented.

ADJOURNMENT
Chair Anderson adjourned the meeting at 6:58 p.m.
Respectfully submitted,

Susan Anderson, Board Chair
Patty Scott, Clerk

Deb Nicholls, Recording Secretary
APPROVAL OF INSTRUCTIONAL OFFERINGS

The Board of Education recognizes that to improve the quality of instructional offerings and to respond to changing societal and community needs, it cannot permit the curriculum to remain static. The Board deems it essential that the College develop and implement an instructional management system which will develop and modify curricula to meet changing needs, ensuring quality instructional offerings serving each individual student’s interests.

While the Board retains its full rights and responsibilities under the laws and regulations of the State of Oregon with regard to determining curriculum, it authorizes the President to organize committees and other structures which would be responsive and representative in planning curriculum improvements and be effective at implementing approved changes.

Decision making within the curriculum development and improvement process should be based on reliable data collected through a comprehensive assessment of needs. The assessment should include, but is not limited to, evaluation of student performance using appropriate measurement tools and procedures, surveys of student perceptions, evaluation of student learning outcomes assessment measurements, and professional staff recommendations. Committee recommendations shall be forwarded by the President to the Board for action.

All instructional offerings, including additions, deletions, or substantive changes as defined by the Higher Education Coordinating Commission State Board of Education, will be approved through the College Instructional Council consisting of faculty, staff and the Vice President of Instruction and Student Services. All curriculum and programs approved by the College will be communicated to the Board throughout the academic year and then summarized in a report to the Board at the end of the academic year. must be adopted by the Board and shall be subject to State Board of Education approval.

END OF POLICY

Legal Reference(s):
ORS 341.290(3), -425
OAR 589-006-0050, -0100(1), -0150, -0200, -0300, -0350, -0400

DATE OF ADOPTION: 04/25/11
DATE(S) OF REVISION(S):
DATE OF LAST REVIEW:
BP: 4015

EXPANSION, DELETION AND REDUCTION OF INSTRUCTIONAL OFFERINGS

The Board of Education directs the President will to develop the necessary procedures for course/program review that include, but are not limited to, consideration of such factors as class size, enrollment stability, program costs, employment prospects, articulation with upper division course work and interdependence with other College offerings.

The President will notify the Board when an application for a new or substantially revised instructional offering has been made and approved by the Higher Education Coordinating Commission State Board of Higher Education. College course offerings and/or instructional offerings may be expanded, deleted, or reduced to meet the changing needs of students, community and the College.

The Board will ensure that state approval standards are met for all instructional offerings offered by the College. The College catalog will be provided to the Board on an annual basis.

END OF POLICY

Legal Reference(s):
ORS 341.290(2), (3)
OAR 589-006-0150

DATE OF ADOPTION: 04/25/11
DATE(S) OF REVISION(S):
DATE OF LAST REVIEW: 04/25/11
BP: 4020

INSTRUCTIONAL ASSESSMENT

At least once a year, the President will provide the Board of Education with appropriate information and reports pertinent to review that are pertinent to of the College curriculum and instruction. Such material will be provided at least once a year. The Faculty and administration will develop criteria for assessment of instruction and student achievement, in addition to their. These criteria and related procedures, which will be reviewed at periodic intervals by the Board at periodic intervals.

END OF POLICY

Legal Reference(s):
ORS 341.290

DATE OF ADOPTION: 04/25/11
DATE(S) OF REVISION(S):
DATE OF LAST REVIEW:
BP: 6015

AUTHORIZED SIGNATURES

The Board of Education permits the President to authorize commitments or expenditures of $25,000 to $50,000 or less. Commitments or expenditures of funds exceeding $25,000 to $50,000 must have prior approval of the Board. However, the President is permitted to authorize payments of invoices for routine and customary expenditures that exceed the President’s $25,000 to $50,000 signing authority. Examples include: bookstore purchases, utilities, and payroll liabilities. These expenditures are to be in the adopted budget. A report of these routine and customary payments over $25,000 to $50,000 will be presented at each Board meeting.

The Board permits the President to determine authorized signers and appropriate spending levels.

The Board authorizes the use of facsimile signatures by those persons authorized to sign College checks.

END OF POLICY

Legal Reference(s):
ORS 294.120
ORS 341.703

DATE OF ADOPTION: 06/27/11
DATE(S) OF REVISION(S): 
DATE OF LAST REVIEW: 
BP: 6036

PURCHASING

The function of College purchasing is to serve the mission by providing the necessary supplies, equipment and services. Items commonly used in the various schools and their subdivisions will be standardized whenever consistent with educational goals and in the interest of efficiency or economy.

The Vice President of Administrative Services is responsible for developing and administering the College’s purchasing policies and procedures in accordance with the Community College Rules of Procurement.

The Board of Education will approve all contracts over $25,000 prior to the award. No obligation may be incurred by any Board member or employee unless that expenditure has been authorized in the budget or by Board action and/or Board policy.

No Board member, employee, or agent of the College shall use or attempt to use his/her official position to obtain financial gain or for avoidance of financial detriment for himself/herself, a relative, or for any business with which the Board member or a relative is associated.

END OF POLICY

Legal Reference(s):
ORS 244.040
ORS Chapters 279A, 279B and 279C
ORS 294.311
ORS 341.290

Administrative Policies and Procedures:
3.000

DATE OF ADOPTION: 10/22/12
DATE(S) OF REVISION(S):
DATE OF LAST REVIEW:
INDEPENDENT CONTRACTORS/PERSONAL SERVICES CONTRACTS

The College may enter into an independent contractor agreement with qualified professionals for personal services. Services provided will generally be for short term projects of a specialized nature.

Contracts in excess of $25,000 $50,000 shall require prior Board of Education approval.

END OF POLICY

Legal Reference(s):
OAR 459-010-0030
ORS Chapter 279A
ORS Chapter 279B
ORS Chapter 279C
ORS 341.290

DATE OF ADOPTION: 06/27/11
DATE(S) OF REVISION(S):
DATE OF LAST REVIEW:
BP: 6070

FUNDING PROPOSALS AND APPLICATION

The College shall pursue federal, state or private grants and partnerships that will assist the College in meeting adopted goals and objectives of the curriculum, in creating facilities, or in purchasing equipment.

Grants requiring a local match must be reviewed by the President before the application is prepared. The Board of Education shall, before an acceptance of a grant, consider the College’s obligations, expectations or encumbrances when the grant ceases.

The Board must approve all grants over $25,000 or lesser amounts if budget capacity is not sufficient to cover its expenditures.

Notification of all grant activity will be provided to the Board in the administrative reports.

END OF POLICY

Legal Reference(s):
ORS 294.100 and .326
ORS 341.290(2), (15)
OAR 581-040-0000
DISPOSAL OF COLLEGE PROPERTY

At any time, the College may declare property to be surplus and authorize its disposal when such property is no longer useful to the College, unsuitable for College use, too costly to repair, or obsolete.

Surplus or excess property will be disposed of as follows:

1. The President or designee will designate if the equipment item is offered as a donation to educational partners or is to be sold;
2. Property with a value of $1,000 or less may be sold at a College sale that has been advertised in the College community or by a liquidation sale;
3. Property with a value greater than $1,000 will be advertised in the College community and sold using a sealed bid process;
4. The sale of property with a value of $25,000 or less shall have the President’s approval;
5. The sale of property that has a value greater than $25,000 shall have the Board of Education’s approval.

If reasonable attempts to dispose of surplus properties fail to produce a monetary return to the College, the Administration may dispose of them in another manner.

No Board member, employee, or agent of the College shall use or attempt to use his/her official position to obtain financial gain or for avoidance of financial detriment for himself/herself, a relative, or for any associated business.

END OF POLICY

Legal Reference(s):
ORS Chapters 279A, 279B and 279C
ORS 341.290(5)

Administrative Policies and Procedures:
3.014 (retired 12/05/12)
Southwestern Oregon Community College District
Board of Education

Prepared by: Eric Stasak, Vice President of Administrative Services

ACTION UNDER CONSIDERATION

Consider automatically adopting the most current Community College Rules of Procurement as they are revised for procurement guidelines for Southwestern.

DISCUSSION / HISTORY

In January, 2004, due to impending significant restructuring of Oregon Revised Statute, Chapter 279, and the State of Oregon Attorney General’s Model Contracting Rules, a voluntary and collective effort by Oregon community college procurement professionals resulted in the formation of a task force known as the Participating Oregon Community Colleges (POCC). The POCC is committed to the development and ongoing maintenance of the Community College Rules of Procurement, in alignment with the Oregon Attorney General’s Model Contracting Rules. Pursuant to ORS 279A.065, as changes to the Public Contracting Code occur (ORS chapters 279A, 279B, and 279C), the Attorney General’s Model Contracting Rules must be reviewed and subsequently modified, if applicable.

At the March 1, 2005 Board of Education meeting, Southwestern adopted the Community College Rules of Procurement put forth by the POCC group. The Participating Oregon Community Colleges periodically updates the Community College Rules of Procurement in order to remain in step with changes made to the Oregon Attorney General’s Model Contracting Rules.

In order to remain compliant with current POCC Rules of Procurement and reduce Southwestern administrative overhead, it is a significant advantage to the College to automatically adopt Rules of Procurement as they are revised and approved by the POCC group.

BUDGET IMPACT

This action will have no impact on the budget.

RECOMMENDATION

BE IT RESOLVED, that the Board of Education of Southwestern Oregon Community College District accepts the automatic adoption of revised Community College Rules of Procurement as they are put forth by the Participating Oregon Community Colleges group.
## Summary Overview

<table>
<thead>
<tr>
<th>Process</th>
<th>Current Project Cost Threshold</th>
<th>Proposed Project Cost Threshold</th>
</tr>
</thead>
<tbody>
<tr>
<td>SMALL PROCUREMENT/DIRECT AWARD FOR GOODS/SERVICES:</td>
<td>$5,000 or less</td>
<td>$10,000 or less</td>
</tr>
<tr>
<td>Where feasible, obtain competitive quotes. If unable to obtain three quotes, document why.</td>
<td></td>
<td></td>
</tr>
<tr>
<td>INTERMEDIATE PROCUREMENT/COMPETITIVE QUOTES:</td>
<td>$10,000-$75,000</td>
<td>$10,000 - $100,000</td>
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<tr>
<td>Requires a minimum of three informally solicited competitive quotes. If three quotes are not available, a lesser number will suffice provided that efforts to obtain three competitive quotes are documented.</td>
<td></td>
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<tr>
<td>FORMAL SOLICITATION*:</td>
<td>$75,000+</td>
<td>$100,000 or more</td>
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<tr>
<td>Invitation to Bid, Request for Proposal</td>
<td></td>
<td>$150,000 or more</td>
</tr>
<tr>
<td>*Oregon Procurement Information Network (ORPIN) Procurements</td>
<td></td>
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</tr>
<tr>
<td>BOARD APPROVAL OF CONTRACTS: The College requests Board approval for contracts prior to award</td>
<td>Board approval for contracts ≥$25,000</td>
<td>Board approval for contracts ≥$50,000</td>
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</tbody>
</table>
Southwestern Oregon Community College District
Board of Education

Prepared by: Karen Domine, Dean and Interim Director Title III

ACTION UNDER CONSIDERATION

Accept receipt of the Title III “Strengthening Institutions Program” grant in the amount of $2,217,500 from the United States Department of Education for October 1, 2015 - September 30, 2020 activities in accordance with Administrative Procedure 6070, External Funding Grants and Contracts, and authorize adjustments to the Special Projects budget.

DISCUSSION /HISTORY

This grant has been awarded to Southwestern Oregon Community College for the grant project entitled: PROMISE- Pursuing Retention and Opportunity Measures and Instilling Success in Education. PROMISE is a coordinated set of student success strategies for all new credit degree-seeking students. The Title III grant is designed to continue the retention and learning efforts established on campus in the last few years. The intended outcome is that more students will be successful in reaching their education goals.

The grant focuses on a single activity, improving student success with seven interrelated components: 1) student services, advising, and placement; 2) early alert and intervention systems 3) enrichment of campus technology environments to support learning and student services; 4) course redesign in difficult “gateway” courses; 5) tutoring and supplemental instruction; 6) updated learning and instructional spaces to support changes in academic programming and to address weaknesses; and 7) improved data analysis.

BUDGET IMPACT

<table>
<thead>
<tr>
<th>Fund 25 Special Projects Resources</th>
<th>US Department of Education</th>
</tr>
</thead>
<tbody>
<tr>
<td>Resources</td>
<td>$2,217,500</td>
</tr>
</tbody>
</table>

Requirements

<table>
<thead>
<tr>
<th>Personnel</th>
<th>$1,116,307</th>
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</thead>
<tbody>
<tr>
<td>Equipment</td>
<td>$ 328,000</td>
</tr>
<tr>
<td>Material/Supplies/Travel/Contractual/Other</td>
<td>$ 730,597</td>
</tr>
<tr>
<td>Endowment</td>
<td>$ 42,596</td>
</tr>
</tbody>
</table>

$2,217,500

RECOMMENDATION

BE IT RESOLVED, that the Board of Education of Southwestern Oregon Community College District accepts a grant in the amount of $2,217,500 from the U.S. Department of Education for October 1, 2015 - September 30, 2020 activities and authorizes adjustments to the Special Project Fund budget, as presented.
Southwestern Oregon Community College District  
Board of Education

Prepared by: Michelle Benoit, Director of Trio Student Support Services

ACTION UNDER CONSIDERATION

Accept the Trio Student Support Services (SSS) grant from the United States Department of Education in the amount of $1,456,795 for September 1, 2017 – August 31, 2022 activities in accordance with Administrative Procedure 6070, External Funding Grants and Contracts and authorize adjustments to the Special Projects budget.

DISCUSSION /HISTORY

The SSS grant has been awarded to Southwestern Oregon Community College to provide services to 160 at-risk students. 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.

The SSS project is designed to increase the college retention and graduation rates of program participants; to increase the transfer rates for these students to four-year institutions; to foster an institutional climate supportive of the success of students from groups that are traditionally underrepresented in postsecondary education; and to increase the financial and economic literacy of these students. Project services include peer tutoring and mentoring; proactive advising and coaching for academic, career, and personal matters; student success workshops; financial literacy education; assistance in completing applications for financial aid, scholarships, and admissions to four-year schools; transfer planning and visits to four-year institutions.

Annually, the grant award is $291,359. The grant pays the salaries for a full-time Director, two full-time Advisors, and a half-time Project Assistant. The project collectively awards $15,000 annually to eligible Trio SSS participants to help with unmet financial need. In addition, the grant provides the College $20,471 annually in indirect costs.

BUDGET IMPACT


<table>
<thead>
<tr>
<th>Fund 25 Special Projects</th>
</tr>
</thead>
<tbody>
<tr>
<td>Resources</td>
</tr>
<tr>
<td>US Department of Education</td>
</tr>
<tr>
<td>$1,456,795</td>
</tr>
</tbody>
</table>

Requirements

| Personnel          | $1,151,475 |
| Material/Supplies/Travel/Contractual/Other | $127,965 |
| Indirect Costs     | $102,355   |
| Grant Aid to Students | $75,000   |

$1,456,795

RECOMMENDATION

BE IT RESOLVED, that the Board of Education of Southwestern Oregon Community College District accepts a grant in the amount of $1,456,795 from the U.S. Department of Education for September 1, 2017 – August 31, 2022 activities and authorizes adjustments to the Special Projects Fund budget, as presented.
Southwestern Oregon Community College District  
Board of Education

Prepared by: Tom Nicholls, Executive Director of Enrollment Management

ACTION UNDER CONSIDERATION

Approval of a contract, not to exceed $100,000, with DHX Advertising for Advertising Management and Design between November 1, 2015 and June 30, 2016.

DISCUSSION / HISTORY

By contracting with DHX, Southwestern will be multiplying its budgeted marketing resources, achieving both a marketing infrastructure rebuild and marketing execution from experts who will direct the College to new channels and/or improved use of existing channels of communication. DHX will build the College’s new marketing infrastructure and complete all advertising that the institution would typically complete in-house for the remainder of the 2015-16 fiscal year for the Coos and Curry campuses as well as OCCI, using this new infrastructure.

DHX Advertising was selected using the College’s Request for Proposal process as required by the State of Oregon. The Board is required to approve purchases/contracts in excess of $25,000.

TIMING

In order to begin plan development in a time frame that allows for effective placement and distribution of advertising, contract approval is needed immediately. If approval of the contract is delayed, advertising campaigns designed to affect enrollments for the next academic year will be delayed as well.

BUDGET IMPACT

The cost of this rebuild and marketing execution is $100,000 from the total budgeted amount for marketing execution this fiscal year, and this $100,000 is currently unencumbered.

Funds for this proposal have been earmarked from the following areas of the 2015-16 budget approved by the Board.

- College Communications (Acct. #10-3105)
- Student Recruitment (Acct. #10-2404)
- Oregon Coast Culinary Institute (Acct. #57-8551)
- Curry General Support (Acct. #10-3209)

RECOMMENDATION

BE IT RESOLVED, that the Board of Education of Southwestern Oregon Community College District approves the contract, not to exceed $100,000, with DHX Advertising for Advertising Management and Design between November 1, 2015 and June 30, 2016.