“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, November 24, 2014
Southwestern Oregon Community College

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

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

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

Board of Education Meetings
Tioga 505, 1988 Newmark Ave., Coos Bay, Oregon
Monday, November 24, 2014

AGENDAS with Estimated Timelines—

1. CALL SESSION TO ORDER 5:30 p.m.
2. RECESS INTO EXECUTIVE SESSION 5:30 p.m.
   Pursuant to:
   ORS 192.660 (2) (d) Labor Negotiations
   ORS 192.660 (2) (e) Property
   ORS 192.660 (2) (h) Legal Rights
   ORS 192.660 (2) (i) Personnel
3. RECONVENE INTO OPEN SESSION (immediately following Executive Session) 6:00 p.m.
4. AGENDA CHANGES
5. INTRODUCTIONS
   A. Employees, Exhibit # 5 A
      New to College
      • Cody Maichel, Campus Security Officer
      • Jenny Jones, Data/Office Assistant for Grant Project Administrator
   B. Athletes of the Month
      • Alexis Crellin, Women’s Cross Country
      • Riley Greenfield, Men’s Cross Country
   C. Student Ambassadors, Exhibit # 5 C
6. BOARD DEVELOPMENT
   A. Presentations
      1) Accreditation: Mission Fulfillment Presenter: Robin Bunnell, Exhibit 6 A 1
      2) Developmental Education Redesign Presenter: Ross Tomlin and Nicki Armstrong
7. BOARD REPORTS/INFORMATION
   A. Important Dates/Items
      • 12/08/14, 4:00 p.m., Work Session – Joint Meeting with Foundation, Tioga Hall 505
      • 12/08/14, 5:30 p.m., Special Meeting – Tioga Hall 505
      • 01/26/15, 4:00 p.m., Work Session, Tioga Hall 505
      • 01/26/15, 5:30 p.m., Meeting, Tioga Hall 505
      • 02/23/15, 5:30 p.m., Meeting, Tioga Hall 505
      • 03/23/15, 5:30 p.m., Meeting, Tioga Hall 505
      • 04/27/15, 5:30 p.m., Meeting, Tioga Hall 505
      • 05/11/15, 5:30 p.m., Budget Committee Meeting, Tioga Hall 505
      • 05/18/15, 5:30 p.m., Meeting, Tioga Hall 505
      • 06/01/15, 5:30 p.m., 2nd Budget Committee Meeting (if needed), Tioga Hall 505
      • 06/22/15, 5:30 p.m. Meeting, Tioga Hall 505
      • 07/27/15, TBD, Meeting, Brookings
      • 11/4-6/15, OCCA Conference, Salishan
B. Board Operations
   1) OCCA Report

8. COLLEGE REPORTS
   A. President’s Report
   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

9. CONSENT AGENDA
   A. October 27, 2014 Meeting Minutes, Exhibit # 9 A

10. OLD BUSINESS
    A. Board Policy Review – 2nd Readings
        • 2005 - Board Goals
        • 2010 – Board Legal Status
        • 2016 – Board Elections
        • 2025 – Board Organization
        • 2031 – Board Officers
        • 2035 – Board Policy Development
        • 2036 – Adoption and Revision of Policies
        • 2038 – Board Policy Review
        • 2045 – Board Meeting Agenda
        • 2055 – Board Vacancies
        • 5031 – College Affiliated Groups

11. PUBLIC COMMENT

12. NEW BUSINESS
    A. Ford Family Grant for Family Relief Nursery, Exhibit # 12 A
    B. Neighborhood Facility Furnace, Exhibit # 12 B

13. EX-OFFICIO WRITTEN REPORTS
    A. Faculty Senate, Mike Turner, Exhibit # 13 A
    B. Faculty Union, Bernadette Kapocias, Exhibit # 13 B
    C. Classified, Dallas Petenbrink, Exhibit # 13 C
    D. Associated Student Government, Jonna Jorgensen, Exhibit # 13 D
    E. Foundation, Elise Hamner, Exhibit # 13 E

14. UNIT WRITTEN REPORTS
    A. Executive Team Reports
       1) Student Services, Tim Dailey (see # 14 A 3)
       2) Administrative Services, Linda Kridelbaugh, Exhibit # 14 A 2
       3) Instructional Services, Ross Tomlin, Exhibit # 14 A 3
       4) Integrated Technology Services, Rocky Lavoie, Exhibit # 14 A 4
       5) Human Resources, Jan Baxter (see # 14 A 2)
          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.
SOUTHWESTERN OREGON COMMUNITY COLLEGE
HUMAN RESOURCES DEPARTMENT

INFORMATION ONLY: COLLEGE HIRING BIOGRAPHIES

Prepared by: Jan Baxter, Executive Director of Human Resources

New to College:

Cody Maichel - Campus Security Officer, Unarmed (Part – Time Classified)

Education:
Certification – Military Law Enforcement, Master-At-Arms “A” School, San Antonio, TX
Certification – NEC 90DO USN, Detainee Operations, Fort Lewis, WA
Diploma – Billings Senior High School, Billings, MT

Recent Work Experience:
Temp Public Safety Officer – 2013 - 2014, Southwestern Oregon Community College, Coos Bay, OR

Jenny Jones – Data/Office Assistant for Grant Project Administrator

Education:
Master’s in entrepreneurship/entrepreneurial studies – Boston College MBA Program, Newton, MA
Master’s in mathematics – Northern Illinois University, DeKalb, IL
Bachelor’s in mathematics, Russian Language – Grinnell College, Grinnell, IA

Recent Work Experience:
Partner/Owner – 2010 - 2014, Illuminated Consulting, Coos Bay, OR
Volunteer – 2014 - 2014, Coos County Master Gardener Program, Myrtle Point, OR
Volunteer Computer Trainer – 2014 – 2014, Coos Bay Library, Coos Bay, OR
SOUTHWESTERN OREGON COMMUNITY COLLEGE
2014-15 STUDENT AMBASSADORS

Robby Dilg
Britney Forbes
Jessica Head
Natasha Hill
Josh Rangel
Kianna Rodriquez-Smith
Jai Lee Saldivar
Kathia Sanchez

Becky Dillenburg (Curry ambassador)
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 October 31, 2014

**November 19, 2014**

<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>Beginning Fund Balance (July 1, 2014)</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Designated (see Note 1)</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Undesignated</td>
<td>$ 2,171,492.06</td>
<td>$ 2,000,000</td>
<td>171,492.06</td>
<td>108.6%</td>
<td></td>
</tr>
</tbody>
</table>

**Revenues:**

<table>
<thead>
<tr>
<th>Source</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>State Support</td>
<td>1,586,319.99</td>
<td>3,173,485.63</td>
<td>6,274,885</td>
<td>(3,101,399.37)</td>
<td>50.6%</td>
</tr>
<tr>
<td>Federal Support</td>
<td>459.25</td>
<td>2,071.46</td>
<td>13,500</td>
<td>(11,428.54)</td>
<td>15.3%</td>
</tr>
<tr>
<td>Local Support (Taxes)</td>
<td>191,792.05</td>
<td>276,707.42</td>
<td>5,284,483</td>
<td>(5,007,775.58)</td>
<td>5.2%</td>
</tr>
<tr>
<td>Tuition &amp; Fees (Net of Waivers)</td>
<td>(356,465.45)</td>
<td>2,265,200.10</td>
<td>4,010,711.90</td>
<td>(2,660,000.00)</td>
<td>36.1%</td>
</tr>
<tr>
<td>Interest Earnings</td>
<td>8,722.84</td>
<td>37,912.37</td>
<td>28,000</td>
<td>9,912.37</td>
<td>135.4%</td>
</tr>
<tr>
<td>Other Income</td>
<td>18,478.13</td>
<td>60,484.87</td>
<td>512,670</td>
<td>(452,185.13)</td>
<td>11.8%</td>
</tr>
<tr>
<td>Loan Proceeds</td>
<td>700,000.00</td>
<td>2,200,000.00</td>
<td>4,860,000</td>
<td>(2,660,000.00)</td>
<td>45.3%</td>
</tr>
<tr>
<td>Transfers from Other Funds</td>
<td></td>
<td></td>
<td>669,906</td>
<td>(669,906.00)</td>
<td>0.0%</td>
</tr>
<tr>
<td><strong>Total Revenues</strong></td>
<td>2,149,306.81</td>
<td>8,015,861.85</td>
<td>23,919,356</td>
<td>(15,903,494.15)</td>
<td>33.5%</td>
</tr>
</tbody>
</table>

**Total Resources Available:**

<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>Total Revenues</strong></td>
<td>2,149,306.81</td>
<td>8,015,861.85</td>
<td>23,919,356</td>
<td>(15,732,002.09)</td>
<td>39.3%</td>
</tr>
</tbody>
</table>

**Expenditures:**

<table>
<thead>
<tr>
<th>Category</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>Personnel Services</td>
<td>704,726.66</td>
<td>2,560,841.72</td>
<td>9,170,167</td>
<td>6,609,325.28</td>
<td>27.9%</td>
</tr>
<tr>
<td>Payroll Taxes &amp; Benefits</td>
<td>396,231.46</td>
<td>1,334,561.62</td>
<td>4,468,790</td>
<td>3,134,228.38</td>
<td>29.9%</td>
</tr>
<tr>
<td>Materials &amp; Services (Net of Waivers)</td>
<td>355,900.33</td>
<td>1,250,198.72</td>
<td>3,534,912</td>
<td>2,284,713.28</td>
<td>35.4%</td>
</tr>
<tr>
<td>Capital Outlay</td>
<td></td>
<td></td>
<td>60,000</td>
<td>60,000.00</td>
<td>0.0%</td>
</tr>
<tr>
<td>Debt Service:</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Principal</td>
<td></td>
<td></td>
<td>4,860,000</td>
<td>4,860,000.00</td>
<td>0.0%</td>
</tr>
<tr>
<td>Administrative Fees &amp; Interest</td>
<td></td>
<td></td>
<td>35,000</td>
<td>24,500.00</td>
<td>30.0%</td>
</tr>
<tr>
<td>Transfer to Other Funds</td>
<td>2,000.00</td>
<td>2,000.00</td>
<td>1,970,487</td>
<td>1,968,487.00</td>
<td>0.1%</td>
</tr>
<tr>
<td><strong>Total Expenditures</strong></td>
<td>1,458,858.45</td>
<td>5,158,102.06</td>
<td>24,099,356</td>
<td>18,941,253.94</td>
<td>21.4%</td>
</tr>
</tbody>
</table>

**Revenues over (under) expenditures**

<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>Revenues over (under) expenditures</strong></td>
<td>690,448.36</td>
<td>2,857,759.79</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

**Ending Fund Balance**

<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>Ending Fund Balance</strong></td>
<td>$ 5,029,251.85</td>
<td>$ 1,820,000</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
Southwestern Oregon Community College  
Statement of Revenues and Expenditures  
For the Period Ending October 31, 2014

<table>
<thead>
<tr>
<th>General Fund</th>
<th>Financial Aid Fund</th>
<th>Special Projects Fund</th>
<th>Insurance Reserve Fund</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>
<th>Totals</th>
</tr>
</thead>
<tbody>
<tr>
<td>Fund Balance (July 1, 2014)</td>
<td>$2,171,492.06</td>
<td>$ -</td>
<td>$650,931.90</td>
<td>$423,663.45</td>
<td>$38,211.47</td>
<td>$5,799.58</td>
<td>$ -</td>
<td>$729,319.80</td>
<td>$4,019,418.26</td>
</tr>
</tbody>
</table>

Revenues:

<table>
<thead>
<tr>
<th>Source</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>State Support</td>
<td>$3,173,485.63</td>
</tr>
<tr>
<td>Federal Support</td>
<td>$2,714,882.31</td>
</tr>
<tr>
<td>Local Support (Taxes)</td>
<td>$276,707.42</td>
</tr>
<tr>
<td>Tuition &amp; Fees (Net of Waivers)</td>
<td>-</td>
</tr>
<tr>
<td>Interest Earnings</td>
<td>$37,912.37</td>
</tr>
<tr>
<td>Other Income</td>
<td>$40,484.87</td>
</tr>
<tr>
<td>Other Grant Income and Loans</td>
<td>$2,200,000.00</td>
</tr>
<tr>
<td>Transfers</td>
<td>$2,000.00</td>
</tr>
<tr>
<td>Total Revenues</td>
<td>$8,015,861.85</td>
</tr>
</tbody>
</table>

Expenditures:

<table>
<thead>
<tr>
<th>Category</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>Personal Services</td>
<td>$2,560,841.72</td>
</tr>
<tr>
<td>Payroll Taxes &amp; Benefits</td>
<td>$1,334,561.62</td>
</tr>
<tr>
<td>Materials &amp; Services (Net of Waivers)</td>
<td>$1,250,198.72</td>
</tr>
<tr>
<td>Capital Outlay</td>
<td>$63,141.99</td>
</tr>
<tr>
<td>Debt Service: Principal</td>
<td>-</td>
</tr>
<tr>
<td>Interest &amp; Administrative Fees</td>
<td>$10,500.00</td>
</tr>
<tr>
<td>Transfers to Other Funds</td>
<td>$2,000.00</td>
</tr>
<tr>
<td>Total Expenditures</td>
<td>$5,158,102.06</td>
</tr>
</tbody>
</table>

Revenues Over (Under) Expenditures: $2,857,759.79

<table>
<thead>
<tr>
<th>Fund Balance (End of Month)</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>$5,029,251.85</td>
<td>$(46,452.94)</td>
</tr>
</tbody>
</table>

Exhibit # 8 B 2  
Date November 24, 2014
Enterprise Fund

Bookstore:

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

Newmark Operations:

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

Student Housing:

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

Dining Services:

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

Conferences Other:

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

Conferences Projects:

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

Oregon Coast Culinary Institute:

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

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

### Enterprise Fund

**Financial Summary Comparison for Period Ending October 31, 2013 and 2014**

<table>
<thead>
<tr>
<th>Revenues:</th>
<th>FY13-14</th>
<th>FY14-15</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Tuition/Fees</strong></td>
<td>$</td>
<td>$</td>
</tr>
<tr>
<td><strong>Sales</strong></td>
<td>483,375.99</td>
<td>451,339.04</td>
</tr>
<tr>
<td><strong>Interest</strong></td>
<td>-</td>
<td>-</td>
</tr>
<tr>
<td><strong>Rent</strong></td>
<td>80,670.87</td>
<td>68,336.58</td>
</tr>
<tr>
<td><strong>Miscellaneous</strong></td>
<td>1,803.01</td>
<td>2,157.81</td>
</tr>
<tr>
<td><strong>Transfer from other funds</strong></td>
<td>-</td>
<td>-</td>
</tr>
<tr>
<td><strong>Total Revenues</strong></td>
<td>485,179.00</td>
<td>453,496.85</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Expenditures:</th>
<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Personal Services</strong></td>
<td>25,443.82</td>
<td>26,157.03</td>
</tr>
<tr>
<td><strong>Payroll costs/Benefits</strong></td>
<td>10,962.26</td>
<td>16,343.66</td>
</tr>
<tr>
<td><strong>Materials &amp; Supplies</strong></td>
<td>10,700.70</td>
<td>15,418.17</td>
</tr>
<tr>
<td><strong>Travel</strong></td>
<td>300.43</td>
<td>-</td>
</tr>
<tr>
<td><strong>Purchased Services</strong></td>
<td>15,503.38</td>
<td>11,222.69</td>
</tr>
<tr>
<td><strong>Materials for Resale</strong></td>
<td>441,343.39</td>
<td>310,946.79</td>
</tr>
<tr>
<td><strong>Vehicle Rental &amp; Internal Services</strong></td>
<td>90.13</td>
<td>248.00</td>
</tr>
<tr>
<td><strong>Repairs</strong></td>
<td>-</td>
<td>86.85</td>
</tr>
<tr>
<td><strong>Student Aid Grants</strong></td>
<td>-</td>
<td>-</td>
</tr>
<tr>
<td><strong>Bad Debt Expense</strong></td>
<td>-</td>
<td>-</td>
</tr>
<tr>
<td><strong>Equipment</strong></td>
<td>-</td>
<td>-</td>
</tr>
<tr>
<td><strong>Interest Expense</strong></td>
<td>-</td>
<td>-</td>
</tr>
<tr>
<td><strong>Principal Payment</strong></td>
<td>-</td>
<td>-</td>
</tr>
<tr>
<td><strong>Debt Service Admin</strong></td>
<td>-</td>
<td>660.27</td>
</tr>
<tr>
<td><strong>Transfers to other funds</strong></td>
<td>-</td>
<td>-</td>
</tr>
<tr>
<td><strong>Total Expenditures</strong></td>
<td>504,043.68</td>
<td>381,036.77</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Revenues over (under) Expenditures</th>
<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>(18,864.68)</td>
<td>72,400.08</td>
</tr>
<tr>
<td><strong>Beginning Fund Balance (July 1)</strong></td>
<td>921,589.48</td>
<td>1,125,424.98</td>
</tr>
<tr>
<td><strong>Ending Fund Balance (end of month)</strong></td>
<td>$ 902,724.80</td>
<td>$ 1,197,885.06</td>
</tr>
</tbody>
</table>

Date: November 24, 2014

Exhibit # 8 B 4

11/19/14
# Financial Summary Comparison for Period Ending October 31, 2013 and 2014

## Conferences Other

<table>
<thead>
<tr>
<th></th>
<th>FY13-14</th>
<th>FY14-15</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Tuition/Fees</strong></td>
<td>$26,228.00</td>
<td>$26,178.00</td>
</tr>
<tr>
<td><strong>Sales</strong></td>
<td>-</td>
<td>-</td>
</tr>
<tr>
<td><strong>Interest</strong></td>
<td>-</td>
<td>-</td>
</tr>
<tr>
<td><strong>Rent</strong></td>
<td>-</td>
<td>-</td>
</tr>
<tr>
<td><strong>Miscellaneous</strong></td>
<td>-</td>
<td>-</td>
</tr>
<tr>
<td><strong>Transfer from other funds</strong></td>
<td>-</td>
<td>-</td>
</tr>
<tr>
<td><strong>Total Revenues</strong></td>
<td>26,228.00</td>
<td>26,178.00</td>
</tr>
</tbody>
</table>

## Conferences Projects

<table>
<thead>
<tr>
<th></th>
<th>FY13-14</th>
<th>FY14-15</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Tuition/Fees</strong></td>
<td>$50,643.00</td>
<td>$71,166.00</td>
</tr>
<tr>
<td><strong>Sales</strong></td>
<td>-</td>
<td>-</td>
</tr>
<tr>
<td><strong>Interest</strong></td>
<td>-</td>
<td>-</td>
</tr>
<tr>
<td><strong>Rent</strong></td>
<td>-</td>
<td>-</td>
</tr>
<tr>
<td><strong>Miscellaneous</strong></td>
<td>-</td>
<td>-</td>
</tr>
<tr>
<td><strong>Transfer from other funds</strong></td>
<td>-</td>
<td>-</td>
</tr>
<tr>
<td><strong>Total Revenues</strong></td>
<td>50,643.00</td>
<td>71,166.00</td>
</tr>
</tbody>
</table>

## Oregon Coast Culinary

<table>
<thead>
<tr>
<th></th>
<th>FY13-14</th>
<th>FY14-15</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Tuition/Fees</strong></td>
<td>$1,144,250.00</td>
<td>$1,022,250.00</td>
</tr>
<tr>
<td><strong>Sales</strong></td>
<td>2,543.24</td>
<td>7,096.66</td>
</tr>
<tr>
<td><strong>Interest</strong></td>
<td>-</td>
<td>-</td>
</tr>
<tr>
<td><strong>Rent</strong></td>
<td>-</td>
<td>-</td>
</tr>
<tr>
<td><strong>Miscellaneous</strong></td>
<td>250.00</td>
<td>-</td>
</tr>
<tr>
<td><strong>Transfer from other funds</strong></td>
<td>10,277.17</td>
<td>2,160.38</td>
</tr>
<tr>
<td><strong>Total Revenues</strong></td>
<td>1,157,320.41</td>
<td>1,031,507.04</td>
</tr>
</tbody>
</table>

## Neighborhood Facility Bldg.

<table>
<thead>
<tr>
<th></th>
<th>FY13-14</th>
<th>FY14-15</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Tuition/Fees</strong></td>
<td>-</td>
<td>-</td>
</tr>
<tr>
<td><strong>Sales</strong></td>
<td>-</td>
<td>-</td>
</tr>
<tr>
<td><strong>Interest</strong></td>
<td>-</td>
<td>-</td>
</tr>
<tr>
<td><strong>Rent</strong></td>
<td>-</td>
<td>-</td>
</tr>
<tr>
<td><strong>Miscellaneous</strong></td>
<td>3,977.84</td>
<td>8,135.70</td>
</tr>
<tr>
<td><strong>Transfer to other funds</strong></td>
<td>3,977.84</td>
<td>8,135.70</td>
</tr>
<tr>
<td><strong>Total Revenues</strong></td>
<td>-</td>
<td>-</td>
</tr>
</tbody>
</table>

## Revenues over (under) Expenditures

<table>
<thead>
<tr>
<th></th>
<th>FY13-14</th>
<th>FY14-15</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Revenues</strong></td>
<td>$1,157,320.41</td>
<td>1,031,507.04</td>
</tr>
<tr>
<td><strong>Expenditures</strong></td>
<td>1,157,320.41</td>
<td>1,031,507.04</td>
</tr>
<tr>
<td><strong>Revenues over (under) Expenditures</strong></td>
<td>$0</td>
<td>$0</td>
</tr>
</tbody>
</table>

## Beginning Fund Balance (July 1)

<table>
<thead>
<tr>
<th></th>
<th>FY13-14</th>
<th>FY14-15</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Revenues</strong></td>
<td>35,573.14</td>
<td>51,292.73</td>
</tr>
<tr>
<td><strong>Expenditures</strong></td>
<td>37,427.90</td>
<td>57,457.99</td>
</tr>
<tr>
<td><strong>Debt Service Admin</strong></td>
<td>(1,325,221.08)</td>
<td>(1,725,983.23)</td>
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<tr>
<td><strong>Transfers to other funds</strong></td>
<td>-</td>
<td>-</td>
</tr>
<tr>
<td><strong>Total Expenditures</strong></td>
<td>35,573.14</td>
<td>51,292.73</td>
</tr>
</tbody>
</table>

## Ending Fund Balance (July 1)

<table>
<thead>
<tr>
<th></th>
<th>FY13-14</th>
<th>FY14-15</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Beginning Fund Balance (July 1)</strong></td>
<td>$35,573.14</td>
<td>$51,292.73</td>
</tr>
<tr>
<td><strong>Revenues</strong></td>
<td>11,543.89</td>
<td>15,612.31</td>
</tr>
<tr>
<td><strong>Expenditures</strong></td>
<td>20,458.90</td>
<td>41,578.33</td>
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<tr>
<td><strong>Debt Service Admin</strong></td>
<td>3,977.84</td>
<td>8,135.70</td>
</tr>
<tr>
<td><strong>Transfers to other funds</strong></td>
<td>3,977.84</td>
<td>8,135.70</td>
</tr>
<tr>
<td><strong>Total Expenditures</strong></td>
<td>24,423.54</td>
<td>49,750.03</td>
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<tr>
<td><strong>Ending Fund Balance (end of month)</strong></td>
<td>$11,119.55</td>
<td>$2,877.60</td>
</tr>
</tbody>
</table>
CALL TO ORDER
Chair Marcia Jensen called the Work Session to order at 3:00 p.m.

FACILITIES TOUR AND DEFERRED MAINTENANCE UPDATE
Copies of the Coos Campus map and Deferred Maintenance List were distributed at the meeting. Members of the Board and staff took a walking tour of the North Campus facilities. Vice President Linda Kridelbaugh provided a detailed deferred maintenance update to the Board for both campuses.

RECESS INTO EXECUTIVE SESSION
Chair Jensen recessed the Board into Executive Session under ORS 192.660 (2) from 5:30 to 5:57 p.m.:
- (d) Labor Negotiations – Update on grievances and arbitrations.
- (e) Property – Update on properties in Coos County.
- (h) Legal Rights – Update on OSHA complaint.
- (i) Personnel – Discussion on Early Retirement applicants.

RECONVENE INTO OPEN SESSION
Chair Jensen reconvened the Open Session at 6:02 p.m.

AGENDA CHANGES
No changes were noted.
INTRODUCTIONS

EMPLOYEES
Copies of new employee bios were included in the meeting materials. The following employees new to the College were introduced to the Board:

- Nikki Armstrong, Mathematics Instructor/Math Learning Center Coordinator
- Maidie Rosengarden, Early Childhood Education/Family Studies Faculty
- Joseph Tremonti, Digital Design Instructor
- Taka Koide, Athletic Trainer
- Melissa Sperry, Nursing Instructor
- Suzan Villers, Grant Accounting Clerk (not in attendance)

The following employees in new positions were introduced to the Board:

- Amber Ashpole, Writing Instructor
- Keith Lehman, Multimedia Technician
- Cherri Dunning, Nurturecare Team Leader (not in attendance)

ATHLETES OF THE MONTH
The following athletes were introduced to the Board:

- Alyssa Sprague, Volleyball – September
- Olivia Pizano, Women’s Soccer – October
- Perrison Saydee, Men’s Soccer – October

RESIDENT ASSISTANTS
The 2014-15 resident assistants were introduced to the Board.

STUDENT GOVERNMENT
The 2014-15 members of student government were introduced to the Board.

BOARD DEVELOPMENT

PRESENTATIONS

Transitional Education Program
Dean Karen Domine thanked the Board for touring the Third Floor remodel and reported on the Transitional Education program.

Copies of the Bridging to Credit document were distributed at the meeting. It was noted that out of the 37 students placing into developmental classes, 18 students improved their placement scores.

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.

COLLEGE REPORTS

PRESIDENT’S REPORT
President Scott briefed the Board on:

- Housing
- OCCI
- Enrollment
- Billing Credits
- Internship Thank You Event
- Storytime Literacy Event – Dr. Nancy Golden was here – Laurie Potts and Deb Nicholls assisted the State organize the event that hosted almost 500 kindergarteners from Reedsport to Coos Bay on campus
- CIA Meeting – Ben Cannon was here
• Governor’s Budget
• Senator Merkley Visit
• Ford Family Foundation - $92,000 grant – for the NHFB for the nurturing center remodel
• New Website

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. She noted that the College had to borrow in July/August for payroll.

CONSENT AGENDA

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

M10/14-1
Susan Anderson’s motion to approve the Consent Agenda, as presented, was seconded by Ken Messerle. Upon call for the vote, the MOTION PASSED unanimously.

BE IT RESOLVED, that the Board of Education of Southwestern Oregon Community College District approved the meeting minutes dated September 15, 2014, Exhibit # 10 A.

OLD BUSINESS

BOARD POLICY REVIEW – 2ND READINGS
Copies of the policies under review, as part of the three year review rotation, were included in the meeting materials.

• 1010 – Vision, Mission, Values and Core Themes
• 1011 – Governance
• 1012 – Name of the College District
• 1013 – College Name
• 1014 – College Seal
• 1016 – School Colors
• 1017 – Name of Athletic Teams
• 1020 – Equal Educational Opportunity
• 1025 – Equal Employment Opportunity and Affirmative Action

M10/14-2
Susan Anderson’s motion to approve the Board policies, as presented for 2nd readings, was seconded by Tim Bishop. Upon call for the vote, the MOTION PASSED unanimously.

BOARD POLICY REVIEW – 1ST READINGS
Copies of the policies under review, as part of the three year review rotation, were included in the meeting materials and will move to 2nd readings at the November meeting.

• 2005 - Board Goals
• 2010 – Board Legal Status
• 2016 – Board Elections
• 2025 – Board Organization
• 2031 – Board Officers
• 2035 – Board Policy Development
• 2036 – Adoption and Revision of Policies
• 2038 – Board Policy Review
• 2045 – Board Meeting Agenda
• 2055 – Board Vacancies
• 5031 – College Affiliated Groups

PUBLIC COMMENT
None was heard.
NEW BUSINESS

EARLY RETIREMENT, EXHIBITS # 13 A 1 & 2
Copies of the resolutions were distributed at the meeting.

M10/14-3
Susan Anderson’s motion to approve Glenda Cottrell and Jerri Bennett-Stillmaker to receive Early Retirement benefits, effective July 1, 2015, was seconded by Judy May-Lopez. Upon call for the vote, the MOTION PASSED unanimously.

TAACCCT GRANT, EXHIBIT # 13 B
Copies of the resolution were included in the meeting materials.

M10/14-4
Susan Anderson’s motion to accept a TAACCCT 4 grant in the amount of $2,394,110 from the Department of Labor, in accordance with Administrative Policy # 3.006, External Funding, Grants and Contracts and authorize adjustments to the Special Projects Fund budget as indicated, was seconded by David Bridgham. Upon call for the vote, the MOTION PASSED unanimously.

ARCHITECT OF RECORD – EXTENSION, EXHIBIT # 13 C

M10/14-5
Tim Bishop’s motion to appoint Crow/Clay and Associates as the Board of Education Architect of Record for a two-year extension was seconded by Ken Messerle. Upon call for the vote, the MOTION PASSED unanimously.

AUDITOR OF RECORD – EXTENSION, EXHIBIT # 13 D
Discussion occurred on the length of the extension.

M10/14-6
Tim Bishop’s motion to waive Board Policy #6031, and appoint Hough, MacAdam & Wartnik, LLC as the Board of Education Auditor of Record for a two-year extension to conduct financial audits for the fiscal years 2015 and 2016 was seconded by Judy May-Lopez. Upon call for the vote, the MOTION PASSED unanimously.

CORRESPONDENCE
Copies of the correspondence from Walter Bumphus at the American Association of Community Colleges (AACC) were included in the meeting materials.

ADJOURNMENT
Chair Jensen adjourned the meeting at 7:15 p.m.

Respectfully submitted,

Marcia Jensen, Board Chair      Patty Scott, Clerk
Deb Nicholls, Recording Secretary
BOARD GOALS

The Board of Education will develop annual and long-range goals based, in part, on the College’s Strategic Plan; the outcomes are evaluated using the College’s continuous improvement process, and will then form a semi-annual self-evaluation of that progress.

END OF POLICY

Legal Reference(s):
ORS 341.290(2)
BP: 2010

BOARD LEGAL STATUS

The Board of Education and the college community are subject to the provisions of the Constitution of the State of Oregon, the Oregon Revised Statutes, the Rules and Regulations of the Oregon Board of Education and the policies of the Board. The Board will operate in a consistent manner, following the policies of the Board and, unless otherwise noted, adhere to the following operational proceedings. The Board derives its organization and authority from the Oregon Revised Statutes, Chapter 341, Community Colleges. The Board will comply with Chapter 341 of the Oregon Revised Statutes and all other appropriate federal, state and accrediting statutory regulations.

The Board is composed of seven members, elected at-large by the residents of the College district, each serving four-year terms of office. Members of the Board look toward the future and represent the public trust.

END OF POLICY

Legal Reference(s):
ORS 255.335
ORS 341 009, .275, .287

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

BP: 2016

BOARD ELECTIONS

Number of Directors
The Board of Education will consist of seven members elected at-large from within the community College district and will be known as the Board of Education.

Designation of Board Positions
The positions of Board members elected at-large and their respective successors in office will be designated by numbers as Position No. 1, No. 2, No. 3, No. 4, No. 5, No. 6 and No. 7. In all, proceedings for the nomination or election of candidates for or to the office of Board member, every petition for nomination, declaration of candidacy, certificate of nomination, ballot or other document used in connection with the nomination or election will state the position number to which the candidate aspires.

Re-elections for Board positions will occur as follows:
- Position No. 1: Spring 2011, and every four years thereafter
- Position No. 2: Spring 2013, and every four years thereafter
- Position No. 3: Spring 2011, and every four years thereafter
- Position No. 4: Spring 2013, and every four years thereafter
- Position No. 5: Spring 2013, and every four years thereafter
- Position No. 6: Spring 2011, and every four years thereafter
- Position No. 7: Spring 2013, and every four years thereafter

END OF POLICY

Legal Reference(s):
ORS 249.013
ORS 255.012, .075, .235, .245, .335
ORS 341.287, .290(2), .327, .331, .339, .356

DATE OF ADOPTION: 02/28/11
DATE(S) OF REVISION(S):
DATE OF LAST REVIEW:
BP: 2025

BOARD ORGANIZATION

At the annual organizational meeting, to be held as part of the July Board of Education meeting, the Board will:

1. Select the designated meeting dates for the College's fiscal year;
2. Select a Board Chair, a Vice-Chair, OCCA representatives, Foundation representatives and standing committees; and
3. Appoint the Clerk and Deputy Clerk of the College district, Custodians of Funds and Budget Officers of the Board for the Southwestern Oregon Community College district.

END OF POLICY

Legal Reference(s):
ORS 255.335
ORS 341.283
BP: 2031

BOARD OFFICERS
Board of Education elections for officers are held in July, during the annual organizational meeting.

Board Chair
In an effort to preserve the integrity of the Board's process, the Board Chair will:

1. Preside over all Board meetings with all of the commonly accepted powers associated, e.g., ruling, recognizing. The Board Chair may call special, executive and emergency meetings as required.
2. Ensure that Board members conduct business in a manner consistent with Board policies on governance and in compliance to statutory requirements.
   a. Ensure that Board discussions are timely, fair, and thorough. When necessary, the Chair may impose time limitations on discussions or ask the speakers to present their point of view succinctly.
   b. Ensure that College policies outlining individual or group behavior are enforced appropriately.
3. Develop the monthly Board agenda in cooperation with the College President.
4. Be the official spokesperson for the Board. The Board Chair may represent the Board to outside parties in announcing Board stated positions and in stating Chair positions and interpretations within the area delegated.
5. Advise the President or designee on behalf of the Board when appropriate. This authority extends to all decisions, which fall within and are consistent with any reasonable interpretation of Board policies on the governance process and the Board-President relationship, except where the Board specifically delegates portions of this authority to others.

The Board Chair has no authority to make decisions regarding policies created by the Board within executive limitation policy areas. Therefore, the Board Chair has no authority to individually supervise or direct the President.

The Board Chair, Vice-Chair or designee will be appointed by the Board to coordinate the evaluation of the College President as per Board Policies 2011 and 2012.

Board Vice-Chair
The Board Vice-Chair will preside over meetings and approve and sign documents in the absence of the Chair.

END OF POLICY

Legal Reference(s):
ORS 255.335
ORS 341.283

Board Policies
2011
2012

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

The Board of Education has the authority and responsibility to establish policy. The formulation and adoption of policies, recorded in writing, will constitute the basic method by which the Board will exercise its leadership in the operation of the College. The policies shall be consistent with Oregon Revised Statutes, Oregon Administrative Rules and all federal laws and regulations.

The President is responsible for initiating, reviewing and recommending new policies or policy modification. New policies or changes in existing policy may be proposed by the President, Board member, group or organization, staff member, student or other member of the community. The President, in developing these policies, may be guided by the recommendations of the staff and may seek community input during the preparation and subsequent review of policy statements. Advice from legal counsel may be appropriate.

The President will furnish necessary background information and make policy recommendations to the Board.

END OF POLICY

Legal Reference(s):
ORS 341.283, .290(2)
OAR 589-008-0100(1)(f), (2)
BP: 2036

ADOPTION AND REVISION OF POLICIES

All new and revised Board of Education policies shall be displayed publicly and reviewed in two public hearings (one can be the Board meeting at which Board action is occurring).

END OF POLICY

Legal Reference(s):
ORS 341.283, 290(2)
OAR 589-008-0100(1)(i), (2)
BP: 2038

BOARD POLICY REVIEW

To keep written policies current and relevant, the Board of Education will continuously annually review and update its policies as needed.

The Board also will evaluate the implementation and effect of such policies. The President has continuing responsibility to alert the Board of all policies that may need revision.

END OF POLICY

Legal Reference(s):
ORS 341.283, .290(2)
OAR 589-008-0100(1)(l)

DATE OF ADOPTION: 02/28/11
DATE(S) OF REVISION(S):
DATE OF LAST REVIEW:
BP: 2045

BOARD MEETING AGENDA

The Board of Education agenda will be developed by the Board Chair, with input from Board members and the College President.

1. The Board requires material to be presented to the President for consideration by the President and the Board Chair for the agenda at least nine working days prior to the scheduled date of the meeting.

2. Additions or modifications to the official agenda can be made by a Board member, the Board Clerk or an ex-officio member in the order of business when the Chair calls for agenda changes.
   a. The Board Chair will ask if any items should be moved from the Consent Agenda to another category.
   b. At the oral request of a Board member, the College President, or an ex-officio member, a Consent Agenda item will be moved to another category.

3. The Board values citizen participation, but reserves the right to take partial testimony, limit debate or take whatever actions necessary to offer a fair hearing to an individual within the time necessary to complete the published agenda. Requests from citizens-at-large for additions to the agenda must be submitted to the Clerk of the Board at least nine working days prior to a scheduled meeting.

4. Requests for additions to the official agenda by visitors attending a meeting of the Board will be allowed by an affirmative vote of the majority of the Board members.

Members of the public may request a copy of the agenda at the President’s office. Individuals with vision impairment will receive an agenda, related supporting materials available to the general public, and minutes in an appropriate alternative format upon request of at least 48 hours notice prior to and/or following a public meeting.

Appropriate auxiliary aids and services available to ensure equally effective communications with qualified persons with disabilities may include large print, Braille, audio recordings and readers. Primary consideration will be given to the requests of the person with a disability in the selection of appropriate auxiliary aids and services.

Should the Board demonstrate such requests would result in a fundamental alteration in the service, program or activity, or in undue financial and administrative burdens, alternate, equally effective communications will be used. Auxiliary aids and services for persons with disabilities will be available at no charge to the individual.

Efforts will be made to honor requests for auxiliary aide services, when made 48 hours prior to a scheduled meeting.

END OF POLICY

Legal Reference(s):
ORS 192.640
ORS 341.283

DATE OF ADOPTION: 02/28/11
DATE(S) OF REVISION(S):
DATE OF LAST REVIEW:
BP: 2055

BOARD VACANCIES

When a vacancy occurs on the College Board of Education, the remaining members of the Board will meet and appoint a person to fill the vacancy for the position’s remaining period.

1. The Board will seek applications from throughout the College district.
2. Board members will interview appointment applicants in open public sessions.

During the year that positions are set to expire, vacancies will go before the voters at a regularly scheduled district election. Successors will be elected by the qualified voters and will take office on July 1, following the date of the elections (ORS 341.335).

END OF POLICY

Legal Reference(s):
ORS 249.865 - .877
ORS 255.245 - .335
ORS 341.335

Board Policies:
2016

DATE OF ADOPTION: 02/28/11
DATE(S) OF REVISION(S):
DATE OF LAST REVIEW:
BP: 5031

APPROVAL OF COLLEGE AFFILIATED GROUPS

It is the policy of the Board of Education that district employees of Southwestern Oregon Community College can organize noncommercial College affiliated groups. Groups must contact the Vice President of Administrative Services to apply to the Administration for recognition as College affiliated groups.

College affiliated groups may use College facilities, intra-College mail, College telephones on local calls, and College bulletin boards. Also College printing/graphic services may be used for a reasonable charge as scheduling priorities permit.

END OF POLICY

Legal Reference(s):

Administrative Policies and Procedures:
5.024

DATE OF ADOPTION: 04/11/77
DATE(S) OF REVISION(S): 01/24/94
DATE OF LAST REVIEW: 01/22/96 when changed to Administrative Policy # 5.024
Southwestern Oregon Community College District  
Board of Education  

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

ACTION UNDER CONSIDERATION

Accept a Ford Family Foundation grant in the amount of $92,000 funded under the project title: South Coast Family Harbor Renovation Project for a 12-month grant period of October 2, 2014 through October 31, 2015 in accordance with Administrative Policy # 3.006, External Funding, Grants and Contracts and authorize adjustments to the Special Projects Fund budget.

The College Board adopted the Special Projects Fund budget resources and appropriations based on anticipated resources during its annual budget process. The Board periodically adjusts this budget for unanticipated, specific purpose grants and contracts that are received during the fiscal year.

HISTORY

The South Coast Family Harbor (SCHF) Relief Nursery is a newly funded program in Coos County serving high risk children and their families. The College has been the fiscal recipient of the funds from the State of Oregon Early Learning Division for this program while the new program is establishing its tax exempt status as a 501 c3. SCFH began serving children and families in January of 2013 in the Southwestern Community Partnership Family Center in order to complete the certification process of operations and receive funds as a certified Relief Nursery.

The independent Board of Directors for SCFH approached SWOCC concerning renovating the Neighborhood Facility Building to move into as their long term location. The building had been empty for two years and needed some major renovations to make it suitable for a certified child care center, or any other use. A major component of the renovation was the installation of a new heating system.

The cost of the heating system, with other needed renovations, was above the resources of the SCFH or SWOCC. A grant was submitted to the Ford Family Foundation for the South Coast Family Harbor Renovation Project.

BUDGET IMPACT

There is no impact to the General Fund budget. All funding for SCFH is received through special project funds.

<table>
<thead>
<tr>
<th>Fund 25 Special Projects Resources</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>Private Foundation</td>
<td>$92,000</td>
</tr>
</tbody>
</table>

RECOMMENDATION

BE IT RESOLVED, that the Board of Education of the Southwestern Oregon Community College District accepts a Ford Family Foundation grant in the amount of $92,000 funded under the project title: South Coast Family Harbor Renovation Project, in accordance with Administrative Policy # 3.006, External Funding, Grants and Contracts and authorizes adjustments to the Special Projects Fund budget as indicated.
Southwestern Oregon Community College District
Board of Education

Prepared by: Linda Kridelbaugh, Vice President Administrative Services

ACTION UNDER CONSIDERATION

Approve the quote from Chambers Plumbing and Heating, Inc. to replace the electric furnace with natural gas furnaces including digital controls. The total price is $46,980.

HISTORY/ DISCUSSION

The Neighborhood Facility has been operating with the original furnace system since it was built in 1967. This project was the subject of an Energy Trust Technical Analysis Study that showed that the replacement would result in power saving of approximately $10,000 per year. Due to the energy-use reduction, the Trust will rebate the College $3,600.

The College sought competitive quotes but only received one from FM Sheet Metal that was higher. Chambers Plumbing and Heating generously discounted their normal quote by $6,000 as an in-kind contribution to the Relief Nursery project.

TIMING
To be completed during late fall 2014.

BUDGET IMPACT
This project is funded by the Ford Family Foundation grant of $92,000 to the Family Harbor Relief Nursery project.

RECOMMENDATION

BE IT RESOLVED, that the Board of Education of Southwestern Oregon Community College District approves the quote from Chambers Plumbing and Heating, Inc. to replace the electric furnace with natural gas furnaces including digital controls for a total price of $46,980.
Southwestern Oregon Community College District  
Board of Education  
Faculty Senate Report

Submitted by: Mike Turner, Faculty Senate

The Faculty Senate has met three times this term (Wednesdays: September 24, October 8, and November 12.) These meetings were held from 3 -5 each day and there were a myriad of topics that were discussed. A chronological bulleted list follows with short comments about the discussion points.

Wednesday, September 24:

- Committee ex-officio assignments were made for each of the Faculty Senate committees.
- Discussion around the faculty peer evaluation classroom visitation form. It is pretty much out of date and needs some work. Kyriakos volunteered to chair a sub-committee to begin work on this endeavor.
- Further discussion carried over from faculty in-service about cheating and plagiarism at SWOCC. Mostly discussed pros and cons of instituting a policy that deals with that. Decided to forgo any action and sponsor some brown bag discussions to get the general faculty to weigh in on this important subject.
- Achieving The Dream initiative is looking for a home and wondered if one of the Faculty Senate committees might provide that home. No decision made but some possibilities seemed to center around Academic Affairs, Instructional Design and Delivery, and College Council.
- Ross Tomlin came with a list of initiatives that need faculty input and wondered if some of these might be absorbed into existing Faculty Senate committee structure.
- The AMP (Academic Master Plan) is looking for faculty approval – more later.

Wednesday, October 8:

- Planning year (2014/15) for a year on Ethics. What activities etc. might be used to highlight ethics on campus. The 2015/16 academic year will be the “Year of Ethics” and a plan will be rolled out at that time.
- Further discussion of an Honors program.
- Projects for Faculty Committees for this year were discussed.
- Discussion and questions about ASG reps at committees and Faculty Senate.
- Further discussions around Cheating, Plagiarism, and Academic Integrity. Brown bag discussion was formally adopted and would take place later in the month!
- Discussion of winter in-service and what should be presented during it. Evaluation of the fall in-service would be valuable for scheduling events on the winter in-service. It was suggested that we all look at feedback from the survey and further this discussion at the next Senate meeting.
Wednesday, November 12:

- Year of Ethics update. Things are moving well and discussion of including work on cheating and plagiarism was suggested.
- Winter in-service discussion, suggestions will be forwarded to Ross so it can be planned.
- Senate recommended that the college purchase the “Truth About Cheating Seminar” to continue our discussions around cheating.
- A continuation of the Faculty Senate brown bag discussions on cheating will take place on Wednesday, November 19 at Noon.
- The AMP was presented for Senate discussion and approval. The Senate decided that we would seek input from the faculty before making recommendations and having a final vote on the document. That vote would require a vote of the General faculty which may take place as early as the beginning of next term, but bot at the fall general faculty meeting on December 3.
- An Honors program was introduced to the Senate by Mark Wilson, and the Senate decided to support such a program and work towards getting it in place by supporting it through the proposal stages.
- A discussion around overlooked disciplines was also presented by Ron Bell and Senate will be looking into that in subsequent meetings.
Southwestern Oregon Community College District
Board of Education
Associated Student Government Report

Submitted by: Jonna Jorgensen, ASG President

Core Themes and Objectives

Access

1. Students access varied learning opportunities.
   - Support was shown at our awareness tables for Breast Cancer, Unity Day and Prostate/Diabetes.
   - Family Pottery Night planned for November 21st, an ASG event geared towards strengthening our connection with our Non-Traditional Students.
   - ASG attended the Southern Oregon Student Leadership Summit Conference at RCC on November 8th.

2. Students access services that support learning.
   - ASG has hired 7 Senators, bringing our staff total to 15 people. We have 3 prospect Senators in waiting.
   - With the persistence and dedication of the Clubs Director, Tamara Burrell, SWOCC currently has 24 active and thriving clubs.

3. Students access relevant curricula that supports lifelong learning and achievement.
   - Oregon Voter Registration Drive on campus was very successful with the support of Amber Hasting, Oregon Community College Student Association Rep, alongside ASG. Fall term goal was 100 and we got 91 students registered to vote, bringing power to their voice on a statewide level.

Community Engagement

1. Southwestern serves our communities by providing quality training and business development to address the changing community workforce needs.
   - ASG has provided space to the Junior Chamber of Commerce Club for their Clothes Closet. This space allows them to give gently used business attire to students in need.
2. Southwestern provides our community members access to a wide range of quality, lifelong learning activities.

- The Blood Drive on October 20 – 21st was successful. Our next one is January 15th and 16th and we are expecting greater participation.
- ASG hosted an Empire Lakes cleanup event on November 18th.
- ASG went to Shore Acres and decorated our long lost tree in preparation for Winter Festivities on November 16th.

Sustainability

2. Southwestern builds and maintains a sustainable infrastructure of human, technology and facility resources.

- ASG has initiated and financially supported the cafeteria in the “Going Trayless” project which will help gear dining services into becoming more environmentally and financially sustainable which can lead to an increase in the quality of the food served to our student body.

Extra (Uncategorized)

Fall Term

- Monday night intramural bowling has shown good participation and serves as a great outlet for students.
- First Tuesday of each month there is a movie night at Pony Village Cinemas and also continually produces great results. ASG appreciate Kyle Croy and his chaperon support.

ASG Goals 2014-2015

1) Improve student involvement
   - Provide at least one large event for students a term with several smaller ones.
   - Increase student engagement in vote, etc.
   - Increasing the number of students at athletic and ASG related events.

2) Make ASG more sustainable
   - Creating a Green Team.

3) Improve the Image of SWOCC to the Community
   - Increasing volunteer service projects.
   - Creating a Green Team.
Southwestern Oregon Community College District  
Board of Education  
SWOCC Foundation Report

Submitted by: Elise Hamner, Executive Director

Core Theme: Access  
Students access varied learning opportunities

The Foundation worked with the College’s financial aid department to administer $85,174 in Foundation-funded scholarships to approximately 70 students. These scholarships are funded through endowments, SWOCC employee payroll deductions and annual donations from individuals, foundations and businesses. They help students cover tuition, books and other expenses, emergency expenses and fees related to the GED program.

Core Theme: Community Engagement  
Community members participate and contribute to the Foundation in support of the college

The Foundation is reaching out to endowment and annual scholarship donors with thank-you letters from SWOCC students who have received scholarship support for 2014-15. These letters introduce donors to the students and invite them to continue to support students through contributions to Foundation scholarships.

The Foundation, working with the assistance of Dr. Ross Tomlin, continues to raise program funds for the forestry program. Fundraising to date has enabled SWOCC to hire professor Dr. Gail Simonds. Progress to date is:

- $102,100 in cash donations,
- $17,500 in direct pledges,
- $5,400 in equipment donations outside of the fundraising goal.

Save the Date … The Foundation and the Oregon Coast Culinary Institute will host the first-ever “Uncorking Opportunity” wine tasting and hors d’oeuvres event from 6-8 p.m., Friday, January 30. Funds raised through this event will go to SWOCC Foundation scholarships. Tickets will cost $75 and are sale this month through the Foundation office and members of the Board of Trustees.
Southwestern Oregon Community College District
Board of Education
Administrative Services Report

Submitted by: Linda Kridelbaugh, 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 September and October initiated and finalized activity in Administrative Services to include:

**CORE THEME: SUSTAINABILITY**

*Administrative Services*

- Attended College Council Team, Executive Team, Safety Committee, Institutional Managers, Foundation, Faculty Labor Management, Classified Labor Management, Budget Development, and Classification Committee meetings.
- Attended the following additional meetings: Board Policies, Deferred Maintenance, Oregon Energy Trust, Seismic Grant, and Tioga 3rd floor remodel/move
- Completed two Requests for Information for State of Oregon to lease Newmark Center space.
- Showed Newmark property to two state agencies.
- Participated in new faculty orientation meeting.
- Distributed new Classified CBA to members and managers.
- Received dividend check from SAIF for $28,820.
- Completed Annual Security/Fire Safety report (Clery) and released to entire campus.
- Attended SAIF training on safety training for young workers.
- Submitted recommendations from 15 building inspections that were conducted by Southwestern employees. Submitted work orders to address safety/compliance issues from these inspections and followed up on safety items.
- Assigned Safe Colleges AED training module to all employees. Several employees inquired about having more AEDs available on campus and a grant is being pursued for this. Other Safe Colleges training assigned included Safe Lifting, Bloodborne Pathogens, Office Ergonomics, and Slips, Trips and Falls. A total of 100 safety training modules were completed by staff.
- Moved old Safety and Administrative Services webpages to Lakerlink portal which is accessible to the public, staff and students.
- Performed ergonomic evaluation for one employee.
- Completed Voluntary Respiratory Protection program.
- Continued work on Administrative Policies and Procedures. The following APPs were addressed at meetings:

  *APP 7191 Credit Hour — 1st reading - This new APP passed.
  *APP 8030 Deferred Tuition and Fee Payment — 1st reading - This APP passed.
  *APP 8001 Student Housing — 1st reading - This APP will come back for a second reading.*
Mail and Print Services

Package Tracking: MPS has been manually tracking incoming packages on paper. Over the last two months, we have been testing a couple of new automated package tracking systems. The systems have reduced the amount of time needed to process incoming packages by as much as 65 percent. These new systems also increase the accuracy and reliability of the information being captured which can help limit the college’s potential liability. Since October 1, MPS has received and tracked approximately 1400 student, faculty, and staff packages.

Student Mail: MPS has been preparing to move student mail back to the mail facility in Student Housing. Currently, all student mail is kept in a filing cabinet in the mail room in Tioga Hall which can be inconvenient for students as it limits their access to their mail from 8:00 a.m. to 5:00 p.m. Monday through Friday and requires them to walk across campus when weather isn’t ideal. With the move they will have 24-hour access including weekends and holidays.

Dining Services

- The new students and externs in Dining Services are doing well in serving staff and students.
- Part of the flooring in the kitchen is slated to be repaired over the holidays.

Bookstore

- Fall Term charging began on September 23 and concluded on October 10. Overall book sales and financial aid spent in the Bookstore were down compared to previous years. In addition to this, money spent to purchase requested books was down considerably. Total book sales were $575,988.66 and invoices for books totaled $264,411.26. This decrease in sales may be attributed to a few different issues:
  - More students than ever are shopping online or using digital content. Some digital content can be downloaded illegally from unauthorized sites for free. There are also digital rentals that can be rented by the day so students only access the book if they need to study for a test.
  - Some students are choosing to not purchase a book or are sharing a book with a classmate.
  - Instructors are choosing to use only one book, choosing less expensive books, or not using books at all.
  - The Bookstore did not have as many rentals available due to some of our textbooks coming out with new editions but we stayed with the old editions. Rental companies do not like to rent old editions for fear they will be stuck with them when schools change to new editions. Fall of 2013 we had 139 titles for rent and this term we had 103.

- Online sales on the Bookstore website were steady. A total of 317 books were processed for a total of $29,269.
- The early enrollment voucher was not a huge success, at least in the Bookstore. Out of 535 students that were eligible for the voucher, only 171 brought their voucher in and redeemed it.
- Food, supplies and gift sales are up this year over last year by $10,000 while expenses for those items were up only slightly from this time last year.
- Preparation is underway for book buyback the week of December 8; we hope to purchase many of our winter term books from our students so they can then re-spend the money in the Bookstore.
- A photo booth with Christmas props and a fake fireplace has been set up for staff, students and friends to come in and take their photos on their smartphones to send home to mom and dad or make their own Christmas cards. Rocky Raccoon will be available at some point during buyback week for photos as well.

Human Resources

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

Student Housing/Resident Life

- Student Housing opened fall term with 379 reservations for both new and returning students. Current occupancy for fall term is 363. The drop in numbers is similar to previous fall terms and is a combination of no shows and students leaving during the first two weeks of the term.
- Amanda Self, who was a summer intern for our Road Scholar program this past summer, has accepted the vacant full time live-in Resident Director position. Amanda will focus on residence life programing efforts with the student Resident Assistants as well as coordinating Road Scholar needs for the summer 2015 program. Additionally, Amanda will be attending a Road Scholar “Road Show” event in San Francisco in late January 2015. This is a provider meeting that will assist in developing current programs as well as an expo that will allow us to showcase Southwestern’s Road Scholar programs to a large number of potential attendees.
**Facilities Services**
- Completed Tioga 3rd floor remodel.
- Moved Transitional Education from Newmark to Tioga 3rd Floor.
- Painted, patched, and repaired multiple offices.
- Moved new faculty and staff offices before fall term.
- Remodeled Randolph 8 for Upward Bound and TRIO; moved Upward Bound and TRIO from Dellwood to Randolph.
- Completed 80% of ADA improvements required by Office of Civil Rights visit.
- Completed setup/teardown for Laker Welcome Expo and Oregon Literacy StORytime.
- Replaced Empire heat pumps.
- Replaced Bookstore heat pump in Stensland.
- Replaced fan motor in Print Shop.
- Repaired boiler in Sitkum.
- Upgraded emergency phones in elevators.
- Cleaned hoods/ducts in OCCI and Empire.
- Repaired fire alarm and completed other Fire Marshall required repairs in Empire.
- Had fire suppression system tested in OCCI/Empire.
- Work in progress – Prosper Hall lighting project and B2 lighting upgrade.
- Began upgrading ballasts and lamps on campus.

**Campus Security**
- Activity on campus and in housing continues to be normal for this time of year.
- Security is in the process of applying for a grant offered by Stanley Security, which would be used to upgrade existing security equipment.
- The annual Defensive Awareness training put on by Campus Security Officer Ryan Mill was a major success the first week of November. The three night event, geared specifically for female students, staff, and community members, was held in the Student Recreation Center and was well attended. Ryan Mill works very hard at presenting a program that not only provides useful information and tactics, but is presented in such a manner that attendees are comfortable in learning and exploring new options designed to make them feel more secure in their ability to protect themselves.

**Business Office**
(Please see attached financials)

**CORE THEME: COMMUNITY ENGAGEMENT**

**Administrative Services**
- Hosted State Land Presentation in PAC on October 8, 2014. Southwestern Security employees partnered with members of the Oregon State Police, the Coos County Sheriff’s Office, and the Coos Bay Police Department, as these agencies prepared for potential incidents.

**Dining Services**
- Dining Services is getting ready for another great New Year’s Eve Party. Two ice carving students who are competing for collegiate titles this year will be demonstrating their skills at the party.
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

- Transitional Education Students have begun taking their GED tests. One student completed his language arts GED test with a score of 185 (a passing score is 150), this put him above honors level.

- Of the 41 Trade Act students who have registered with CASE in the past two years, 34 are still actively pursuing their degree. The wrap-around supports provided by CASE and SCBEC clearly demonstrate the power of intrusive advisement and intensive case management.

- Over 2.5 years’ time, CASE has enrolled 574 students, supporting 413 toward the completion of a degree or certificate. Career Coaches and the WIA partner have provided over 3000 contacts, including resume assistance, educational development plans, campus navigation, and other support services.

- Photo above-Mark Stueve, our faculty at Shutter Creek Corrections, worked with the Historical and Maritime Museum Director and inmates to build the gorgeous lectern for the new Museum. The lectern was built to resemble the front end of a ship with Port Orford cedar, myrtle wood and wood pallets that the inmates salvaged. It was official presented to the museum on October 3 and can be seen at the current museum.
• Director of Correctional Education Bonnie Maxwell attended the recent GED Summit, (the first one for Oregon), data from the state CCWD showed Oregon students completing their GED’s were one of the highest in the US in both completions and scores. Starting this month, Shutter Creek Corrections Institute (SCCI) will be starting their first welding class using the mobile lab. Welding is a very viable career for inmates. Many careers are no longer available to inmates due to restrictions for felons. But welding in not one of them, it is ‘felon friendly’ and there is a need for welders in the state. Currently, we have five tutors between the day and evening classes, 24 students in ABE/GED programs, 21 students in other vocational training (math skills and computer programs) and three ESL students. Though SCCI and the other Department of Corrections (DOC) GED programs could not test until July due to contract negotiations with Pearson Vue, all sites are now up and running and slowly catching up with the rest of the state.

LA2: Students complete certificates, degrees, and transfer

• We are working with OIMB in Charleston on an articulated AS degree with Marine Biology emphasis and will be submitting the curriculum to UO in the next few weeks to get approved for the formal articulation.

• The AS degree with Natural Resources emphasis is close to being submitted to OSU for approval so it can be in next year’s catalog.

• A new Forestry Certificate and a Field Surveying and Mapping Career Pathway were approved by Instructional Council and will now go to the state for approval. We should have students ready to complete these by the end of this academic year.

LA3: Students demonstrate that they have met institutional learning outcomes

• June 2014, 26 students graduated from the nursing program. They have all taken the national licensing exam and our pass rate was 100%. Employment:
  o Acute care hospital – 21
  o Outpatient facility – 2
  o Home health agency – 2
  o Unemployed as of 11/6/2014 – 1

  Second year nursing students
  o 22/24 students returned this fall. Two students had left the program due to academic reason. Two students that had previously left the program returned after successfully completing a re-entry course.
  o During the summer, eight (8) of the second year students were hired at an acute care facility to work as Certified Nursing Assistants Acute 2.

  First year nursing students
  o 32 students were admitted, 5 are at the Brookings campus and 3 are at Coquille
  o We are admitting an LPN Advance Placement student this winter term.

  Nursing 546 (Basic Nursing Assistant)
  o 9 students took Nursing 546 this summer
  o 7 of the students tested and six of the students passed the State Board of Nursing certification exam. All six are currently employed.
Access

A1: Students access varied learning opportunities

- SCCI Math skills class, which is on a voluntary basis for the inmates, continues to grow. For some reason this year, we have a group of students who like math and come down in the mornings for 3 hours to work on advanced math. This class is led by a tutor, and many of the students are looking to head to college when they are released. They study algebra, advanced algebra, some are in trig, and some are even working on calculus.

A2: Students access services that support learning

- Transitional Education is working with Hawkes Math Students to support success and help students complete their Hawkes courses. Math instructors are bringing students who need extra support and/or students who are behind in the class down to work with Transitional Education staff to help them succeed.

- Forestry students are also using the new space in Tioga 3rd floor to work on group projects assigned by their instructor. They are able to utilize the new computers and Transitional Education staff to help them complete their projects.

- A team of 8 faculty and managers traveled to Salem to attend a statewide CCSSE survey workshop to learn ways to access our college data and analyze it to improve student services and instruction.

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

- The Welding department allows students access to authentic work experiences by integrating public projects into the classes. This term, students in the WLD*4155 Fitting & Fabrication class are working on several projects for community “clients.” These projects include construction of a new perimeter fence for a cemetery, carts for large rental tents, and apparatus for the WLD*4152 class and for the PE Department. Through these projects students get experience in project management, client relations, teamwork, and other on-the-job experiences.

- A collaborative project with the nursing program and Crossroads Community Café was designed two years ago for the purpose of helping nursing students develop skills to facilitate better communication with elderly, homeless and at risk individuals they are likely to see in health care facilities. Over the two years this collaborative project has grown from an opportunity to work with patrons of the café into an opportunity to address community health promotion and disease prevention. We have had four health screening/health promotion clinics – two at the café, one at the First United Methodist Church and one at the Charleston Fire Department. Instructor John Magruder had one EMS student that assisted at the event at Charleston.

Community Engagement

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

- The final RSVP volunteer banquet was held June 3. Effective June 30, the RSVP program at SWOCC was closed.

- On June 17, the Southwestern Small Business Development Center (SBDC) Director made a presentation for the Bandon Chamber of Commerce on small business resources

- On July 17, the SBDC Director participated in economic development planning for the south coast sponsored by the Oregon Entrepreneur Network (OEN). A survey was crafted to learn more about the needs of small businesses in the area.
• On August 15, SBDC staff participated in the 5th annual Veteran’s Stand Down. There were 27 contacts made with veterans who either own or are considering starting a small business.

• On August 19, the SBDC Director participated in the Oregon Business Development Department (OBDD) economic development forum held at SWOCC. This was the final of 11 of these forums throughout the state to help inform the governor’s Oregon Business Plan.

• The 2014 Economic Outlook Forum will be held December 12 at The Mill Casino Salmon Room. The speaker roster has been completed.

• The New Business Challenge grant application will remain open until November 7 as no businesses applied by the October 10 deadline. The SBDC is doing outreach to businesses who qualify.

• On September 10, the SBDC Director participated in the Regional Achievement Collaboration (RAC) for Coos and Curry counties.

• On September 14, the SBDC Director made a presentation to the local Kiwanis club regarding entrepreneurship and small business resources.

• Ruthie Painter has been added to the staff of the SBDC to cover small business advising in Curry County. Several volunteers are also providing assistance to small businesses. The SBDC Director is providing monthly training for all staff and volunteers to ensure everyone understands the tools and resources available to the small business community.

• October 7-8, SBDC Director Arlene Soto and Ruthie Painter attended GrowthWheel training in Portland and are now certified GrowthWheel advisors. GrowthWheel is a framework for business decision making and will allow the SBDC to provide tools to help businesses increase productivity and profitability.

• Corrections Adult Education faculty Mark Stueve continues working with the Employment Council, even though there are many changes happening in the department of workforce and employment. The information he brings from this group is very helpful when working with inmates who will be looking for work when released. Bonnie Maxwell has volunteered to teach a Ready, Set, Start your business for the inmates this month. Many of the inmates are interested in starting their own businesses, from manufacturing to specialized services. Once the class is complete, those attending have some limited access to SBDC for further research and advice. They also may use business pro, software to develop their business plan. Three licenses of the software was donated by Palo Alto Software.

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

• In a partnership with the Coast Guard Auxillary, Boat Oregon class that took place October 4 had 29 students in attendance. Per the Instructor George Tinker this is the largest class since offering it over the past 12 years.

• On October 3 we received state approval for a new Community Education class HST*0213*65 History of Oregon’s South Coast. The class be offered winter term at the new Coos History Museum by Instructor Steve Greif.

• Community Education is excited to see enrollments climb in our Ballroom Dance class. Last fall the course was canceled due to low enrollment. This fall we have 14 students taking the course. The increase may be a result of our recent radio advertisement.

• CORE members Brenda Rogers, Deb Nicholls and Megan Corriea dressed in full costume to visit campus offices to collect food items for Trick-or-Treat So Others Can Eat food drive. This is a great community engagement event as it helps stock the shelves of the local food banks by feeding into our campus Van Jam event which pours into the local Bus Jam event.
CE3: Our community members participate and contribute to the Foundation in support of the College

Sustainability

S1: Southwestern provides responsible fiscal management

- Shutter Creek Corrections has been working under a partial budget year, the contract will end January 31, 2015. Dean Karen Domine and Bonnie Maxwell are working on a new extended contract for up to a three year period for maintaining education at Shutter Creek. This will be in the negotiation process over the next several months.

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

- The two new study rooms in Tioga 3rd floor are constantly being used by credit students for studying and small group activities. These rooms have been fostering collaborative learning among students.

- Two faculty members from Transitional Education attending Oregon’s first annual GED summit in October. They had the opportunity to talk with Instructors around the state regarding GED instruction, learn how the GED is scored from GED Testing Services, and attend training sessions on delivering content.

- A group of faculty, classified and managers, including President Scott, is working on the development of a Leadership SWOCC program that will be implemented in January and will run a half day each month through May. The outcomes are to help break down silos across campus, improve communication and understanding between departments, and provide leadership training to grow more leaders at all levels of the college organization.

- The accreditation team has started writing the mid-cycle evaluation report for the upcoming accreditation visit in April 2015. The focus of this report is outcomes assessment with instructional programs. We are fully developing our outcomes assessment plan as part of this report process and will show the implementation of the plan using our writing and business programs.

- The ATD coaches will be on campus on Nov 19 to meet with the ATD Core Team and Data Team to discuss progress on our initiatives.

- The VP and Deans will be meeting with the PT Faculty Committee on Nov 18 to discuss issues they want to bring forward and ensure there is open communication between the administration and PT faculty.

- The VP is working with the Academic Affairs Committee on a pilot project to quantify the viability of all academic programs. We are still working on the data to develop a scale of 1-100 that measures the viability with enrollments, retention, outcomes assessment progress, cost/FTE, and program demand. Once programs that are struggling are identified from the data, the committee will work with program faculty and the dean to develop a plan of improvement to help the program get back on track. This year is the pilot project year to get the formulas and process worked out.

S3: Southwestern delivers viable quality instruction
Southwestern Oregon Community College  
Board of Education  
Integrated Technology Services and Research Report  

Prepared by: Rocky Lavoie, Director of Integrated Technology Services

Integrated Technology Services Mission

To support the college mission and strategic plan for Integrated Technology Services by developing, coordinating, and supporting the use of technology to enhance learning and working opportunities.

Core Theme: Access

Strategic Plan Goal 2: Provide access to support services for students and the community.

**Web Systems:**
- Complete new SWOCC website and launch.
- Set up meetings with various groups on campus to discuss plans for the new website
- Regular updates that include: Maintaining press releases, news, banner & graphics creation, social networking updates, content editor support, video uploads, directory updates and content changes across southwestern websites

Core Theme: Community Engagement, Learning and Achievement

**Media Services and Instructional Labs:**
- Completed the installation of streaming equipment in the production van
- Live Streamed the Women’s Red Vs Blue Wrestling dual
- Live Streamed the Men’s Red Vs Blue Wrestling dual
- Live Streamed Geology Lecture “Plastic in the Oceans”
- Live Streamed Women’s Volleyball games against New Hope Christian College
- Live Streamed Women’s Volleyball games against Chemeketa CC
- Live Streamed Women’s Volleyball games against Linn Benton CC
- PAC hosted the Real Life Club sponsored multi-band concert
- Setup and configured computers in the new Testing Center in Tioga room 405
- Complete revision of the Student Technology Handbook on our new website

Core Theme: Sustainability

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

**Jenzabar Programming, Training and Support:**
- Created and updated reports/data:
  - created $600 bookstore charge attribute, changed Gifts category
  - added major code to D4A completions
  - NSC anticipated grad date
• Cleaned up degree history archive records
• tuition waiver approval form
• todo lists for admissions counselors
• uploaded new CCWDIDs
• payment plan stuff and purge
• transfer out student view from NSC
• moved graduation udef fields
• ipeds ethnicity view
• cip codes formatting
• stuck charge groups
• Cleaned up wrong adv req code on CRT 2039
• Updated plus loan flag on refund aid process
• Student’s preliminary aid in myLakerLink – created simple query
• mass add for nso vets and non-trads, transcript requests, mass add for 500 donors, mass add for debt students, mass add for registered students, mass add for 1098 opt ins
• Queries for performance cloud extract, bookstore bonus, list of admitted students, withdrawn students, bad transfer term students, transfer students, transcript students with wrong ceebs, M grades
• Attended meetings for:
  • SQL PASS Summit
  • NSC submission errors
  • Instructional Council
  • SSS Blumen software evaluation
  • SSS APR needs using Jenzabar
  • Inservice
• Solved:
  • Labtrac/fitnesstrac and extraneous commas in addresses
  • organizations with org codes for names
  • NSC picking up few students
  • email letter merges
  • checks missing logo/sigs
  • fte difference between student and course enrollments
  • timecard issues
  • part time faculty positions
• Worked on version 5.0 upgrade
• Maintained access to Jenzabar, myLakerLink resources and reports
• Provided miscellaneous support to registration, FA, BU, OOFI, Admin Services, President’s Ofc, SSS, Admissions, Faculty

**Systems, Security, and Telecommunication:**
• Planning for Newmark increased occupancy
• Deploying VOIP phones
• Moved ETS equipment and phones to Randolph
• New ADTRAN installed for PRI project
• Planning for Student Housing bandwidth upgrade
• New patch panel installed in Switch room
• Cluster servers being updated
• Preparation for cloud email migration
• Getting quotes for OCCI sound system
• Prepare Title III grant projects
• Replaced bad projector
- myLakerLink update installed
- Jenzabar EX upgraded to 4.6.6
- Test environment created for new Jenzabar 5.0.2 platform
- Newmark tenant agencies phone assistance
- Student mailing lists updated
- E911 data base updated
- myLakerLink test platform 8.2 running with eLearning 1.2
- PCI compliance updated for Foundation
- PUC formal complaint filed
- FCC business frequency license issued
- Working with Pacific Northwest Seismic Network to put a sensor on campus

**Glossary:**

802.11ac – Gigabit wireless standard
Authorize.Net – Credit Card payment processor
C# - Programming language
CASE - Credential, Acceleration, and Support for Employment grant
CCNA – Cisco Certified Network Administrator
Compass – online placement testing software
CORE – College of Remarkable Employees committee
CRM – Constituent Relationship Modules (JICS)
DAS – State – Department of Administrative Services
DHCP - Dynamic Host Configuration Protocol
DMZ – servers exposed to the outside world and isolated from the internal network
DNS – Domain Name Server
E911 – Enhanced 911 to pin-point calling location
eCommerce – online payment
eLearning – Jenzabar Learning Management Software (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
SFTP – Secure File Transfer Protocol
SMTP – simple mail transfer protocol (internet standard for electronic mail)
SQL – Microsoft database system used by Jenzabar and other software applications
SRMGC - Survivable Remote Gateway Controller
SSMS – SQL Server Management Studio
SSRS – SQL Server Reporting Services
Tableau – Reporting and analytical reporting software for success indicator reports
TracDat – Accreditation database and software for assessment, planning, and outcomes
Triggers and Stored Procedures – SQL programs used with Jenzabar
vlan – Virtual local area network
VNC – Virtual network control is remote control software for monitoring lab computers from a central point
VoIP – Voice over IP (Internet Protocol)
Vantage – Dashboard module of Jenzabar
WinPrism – NBS/Jenzabar interface
Wireless-n – fast access points for increased wireless speed
WordPress – Software for websites and blog sites
INFORMATION ONLY  
Prepared by: Jan Baxter, Executive Director of Human Resources

Information: College Hiring Update

<table>
<thead>
<tr>
<th>NEW HIRES:</th>
<th>Faculty</th>
<th>MASSC</th>
<th>Classified</th>
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</thead>
<tbody>
<tr>
<td>The following staff members have been hired or moved since the last Board of Education meeting:</td>
<td>FT</td>
<td>PT</td>
<td>FT</td>
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<tr>
<td><strong>Jenny Jones</strong> – Data/Office Assistant for Grant Project Administrator</td>
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<tr>
<td><strong>Cody Maichel</strong> - Campus Security, Unarmed 10-19 hr</td>
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Information: College Recruiting Update

<table>
<thead>
<tr>
<th>OPEN POSITIONS:</th>
<th>Faculty</th>
<th>MASSC</th>
<th>Classified</th>
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</thead>
<tbody>
<tr>
<td>The College is currently in the recruitment, screening or interviewing process for the following positions:</td>
<td>FT</td>
<td>PT</td>
<td>FT</td>
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<tr>
<td><strong>Criminal Justice Instructor</strong></td>
<td>GF</td>
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<tr>
<td><strong>NurtureCare Assistant (2)</strong></td>
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<td></td>
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<tr>
<td><strong>Curry Student Success Specialist .73</strong></td>
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<tr>
<td><strong>Transitional Education Program Manager</strong></td>
<td>GF</td>
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<tr>
<td><strong>Curry PC Technician</strong></td>
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<tr>
<td><strong>Sous Chef</strong></td>
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<tr>
<td><strong>Tenure Track Mathematics</strong></td>
<td>GF</td>
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<tr>
<td><strong>Testing Center Proctor</strong></td>
<td>GF</td>
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<tr>
<td><strong>Family Center Clerical</strong></td>
<td>GF</td>
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<tr>
<td><strong>Transitional Education Technician Resource</strong></td>
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</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

LA2: Students complete certificates, degrees, and transfer
- Five Curry students graduated summer term with 11 degrees and certificates (3 - Associate Arts of Oregon Transfer, 1 - Associate of Science, 3 - Associate of General Studies, 1 - Pharmacy Technician Certificate and 3 - Oregon Transfer Module).

LA3: Students demonstrate that they have met institutional learning outcomes
- Six of the Curry nursing graduates in the 2012-14 Curry and Coos AAS Nursing cohorts are employed, three at Coastal Home Health Hospice, one at Bay Area Hospital and two at Rogue Valley Medical. The seventh Curry nursing graduate has chosen to focus on completing a BSN before joining the workforce.
- Gold Beach student Krista Smith started at Southwestern in 2011 with the modest goal of earning a CDA certificate for her job at Head Start. She kept expanding her goal, and in June completed her AAS in Childhood Ed and Family Studies. With her degree in hand, she applied for and was hired as the Head Teacher at Head Start in Gold Beach.

Access

A1: Students access varied learning opportunities
- Rebecca Marcus completed intakes with 49 new students for fall term, 36 of those students attended classes. She also met with 7 students who were returning after 1 or more terms away. Of those students, all 7 have been attending classes fall term.
- On October 15, approximately 125 freshman from Brookings-Harbor High School visiting the SWOCC Curry Campus. In small groups, the students rotated through stations that got them thinking about life after school. Students explored Presenters included Jenny Silva and Rebecca Marcus, Curry Student Ambassador Becky Dillenburg, BHHS vice principal Mr. Merritt, Nona Olsen from SCBEC, Joseph Tremonti (SWOCC’s new Digital Design faculty member) along with high school teacher Joe Morin and lastly, two nurses from the community, Kristine Baker and Connie Ruma a recent nursing graduated from SWOCC.
- On October 22, students and staff from the Curry Campus participated in Unity Day to show their support against bullying. Students and staff wore orange, shared their stories and enjoyed cupcakes in the lower commons. Thirty participants built an orange paper chain, each link containing something positive or unique about each person. Curry’s ASG Director, Geri Fletcher and Student Ambassador, Becky Dillenburg, organized the event and are looking forward to taking on a food drive next.
• On November 14, Becky Dillenburg, Curry Ambassador, assisted at BHHS with College Application Week.

A2: Students access services that support learning
• The Gold Beach Center and Curry Campus maintains a job board for students and community members. It includes local jobs that we hear about, postings sent out from the Coos Campus by Trish McMichael, as well as a sheet that lists websites for job search and other resources. It paid off for one unemployed potential Gold Beach student who had to delay returning to college for financial reasons. The student, who is new to the area, had been searching for a job for several months with no luck. After checking the job search websites posted on the job board he found a full-time job within the week. He can now prepare to return to college to complete his program.
• Karim Shumaker, John Jenkin and Rebecca Marcus planned and implemented a new plan for the Curry Facebook page that includes regular posts about community education courses, student events, academic dates and deadlines, student services and bookstore promotions.
• Along with the new SWOCC website, the new Curry website has been revamped. It has been a major team effort involving all the Curry staff and many on the Coos Campus. Karim Shumaker coordinated the effort with Patricia Davidson. Stacy Bergstedt systematically proofed the new Curry website page by page, checking to see that all links work. Rebecca Marcus assembled content for the Student Services page and other areas. It is still a work in progress, but Rebecca reports that students love the big, red Search Classes button on the Curry homepage.
• Marta Wozniak participated in the CCSSE state meeting on 11/4/15. She’s going to be part of the college task force aimed at effectively using CCSSE data as a tool to measure progress and identify high-impact practices to improve student success.

A3: Students access relevant curricula that support lifelong learning and achievement
• EMT 175, Intro to Emergency Medical Services, was offered IPV fall term at the Curry Campus, for three students. We are planning to offer the lecture portions of the first year EMT classes of the Paramedic Program via IPV. Labs for the EMT Basic A and B will be offered locally but students would have to go to the Coos Campus for the labs for EMT 171 Emergency Response Transport. Students completing the first year will earn a Certificate of Completion Emergency Medical Technology (EMT). The second year of the Paramedic Program will only be available at the Coos Campus.
• BA250, Small Business Management/ Entrepreneurship, was also offered via IPV to the Curry Campus fall term. The class is one of four classes needed by a Joshua Beer to complete an AAS in Small Business Entrepreneurship. Joshua is on the cover of the winter class schedule on the Curry side. He manages a local coffee shop and maintains a 4.0 GPA.

Community Engagement

CE1: Southwestern serves our communities by providing quality training and business development to address the changing community workforce needs
• The 2013-14 Ford Leadership cohort has formed with participants from Gold Beach and Brookings and will be meeting at the Curry Campus. The cohort includes Rebecca
Marcus, Curry Academic Advisor and Student Services Coordinator, Connie Ruma, recent Curry Nursing graduate, Crystal Ruebush, a recent AAOT graduate and Don Scanlon, Accounting Instructor at the SWOCC Curry Campus.

- The Curry Campus hosted the Brookings-Harbor High School staff on August 25th, for the first day of their staff in-service. The campus was used for multiple phases of the Brookings-Harbor School District Superintendent Search and will be used on November 20th for a school board retreat.

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

- The 2014-15 year has started out well for Curry non-reimbursable classes. FTE for the previous year was 3.28 and we are already at 1.253 FTE after summer term. Instructor Maggie McHugh’s popular local geology workshops brought in a large share of the FTE. The new Beginning Ballroom, and Qigong classes in Gold Beach, and a painting workshop at the Curry Campus added to the FTE as well.
- On October 14, President Patty Scott visited Curry and spoke at Rotary. Anne Matthews came along as well and did a photographic inventory of student art on the Curry Campus. She also photographed our Curry students in action.
- The Curry County Board of Realtors provided training for its members at the Curry Campus on October 21.
- On November 6, the Curry Campus hosted Connect2Oregon trainings, a joint venture between the Small Business Development Center and state agencies. Topics include Government purchasing, Vendor training and lending programs for local financial institutions. The trainers were very impressed with the facilities at the Curry Campus.
- Two Mushroom Identification classes, one in Brookings and one in Port Orford, were held November 14-16. Both were full, with 25 students each.
- Rogue Credit Union trained its local employees in four separate sessions on November 12 and 13.

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

- Nick Hammon installed the donor wall at the Curry Campus honoring community support of the facility.

Sustainability

S1: Southwestern provides responsible fiscal management

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

- John Jenkin completed two days of training at the Coos Bookstore during the first two days of summer book buy back to learn those procedures. On his return he implemented a sale reconciliation process for the Curry book buy back, eliminating the need for Coos staff to finalize the Curry sales before sending books and moneys to Nebraska Books.
- IT staff spent three days in Curry performing routine maintenance, upgrading student and lab computers with software upgrades including Office 2013, and upgrading the Gold
Beach computers with solid state drives (enhancing computer speeds and reducing IT staff time needed to maintain the equipment remotely).

S3: Southwestern delivers viable quality instruction