SOUTHWESTERN OREGON COMMUNITY COLLEGE

INSTITUTIONAL MANAGERS

February 4, 2014

Attendance: Robin Bunnell, Tim Dailey, Karen Domine, Shawn Hanlin, Mike Herbert, Rocky Lavoie, Shawn Liggett, Deb Nicholls, Laurie Potts, Janet Pretti, Patty Scott, Shawna Stephens, Rachele Summerville, Ross Tomlin, Jeff Whitey, Sharilyn Brown, Rod Keller, Karen Matson, Diana Schab

Absent: Daniel Abel, Michele Benoit, Linda Kridelbaugh, Tom Nicholls, Avena Singh

Guest: Leigh Fitzhenry

HOW TO GET COPIES OF BUDGETS WITH HISTORY

Leigh was in attendance to brief the managers on how to access the needed budget history.

- MyLakerLink
  - Finances
    - Budget Folder (left side)
    - 14-15 Adopted Budget (worksheet) – are just Materials and Service (Personnel and Revenue are separate)

Use “talk bubbles” to add justification comments on line items. This area can also be used in this year’s budget to track why areas are overspent or underspent.

CIVIL RIGHTS DEBRIEFING

The visit occurred in January 2014. A draft public notice statement was distributed at the meeting. It will be reviewed again in March.

BEST PRACTICES FOR REVIEW/VISITS

Discussion deferred until OCR report arrives.

WINTER ENROLLMENT UPDATE

FTE up slightly; billing credits down by 2-3%.

Four more for spring were picked up for the spring term cohort at OCCI.

It was noted that a 16% increase was needed to capture the needed billing credits.

INSTRUCTIONAL UPDATE

Ross reported that several new degrees/certificates were being developed:

- AAS Accounting
• Digital Media
• AS Forestry
• AS Natural Resources
• AS Manufacturing Engineering
• AS Health Sciences
• AS Marine Biology (articulated with OIMB and UofO)

Several other new programs are under discussion (i.e., Drum Technology, Marine Mechanics, Digital Communications, Physical Therapy Asst, Hospitality). Plans are for five or six more to be developed by next fall and then another five or six the following fall.

Work is being done to prioritize a list of faculty positions (looking at net costs to the college).

Ross shared highlights from a CIA meeting that he and Diana attended recently:

• Legislative efforts in accelerated learning – pushing more high school college credits. May be more money available for CTE programs.
• Bill coming up this session about two years free tuition for high school students.
• Dual Credit - There is a new grant out for partnerships around dual credit. A chart is being compiled to see what other colleges are charging for dual credit. We may look at changing the fee structure to help bring in revenue. Historically we’ve charged 10%. Some students pay for theirs; some high schools pay for them.
• Poaching – Other entities are teaching college credit in local high schools.
• Outcomes assessment (9-state consortium) around writing and math standardization.
• Credit for Prior Learning is ramping up in the state. CIA is doing a cost analysis. Ross will be part of the state committee.
• Development Ed Report out – Students needing no developmental education (35% state level); 34% at SWOCC.

Working with Faculty Senate to incorporate extra committees (enrollment management, new programs, etc.). They are being incorporated into the charges of the Senate committees.

Program viability – Talking about how to develop a process to evaluate programs with faculty involvement.

Buying displays (TVs)- computerized that will be used to disseminate information around campus.

Updating Signage - Copies of a new campus map were distributed at the meeting. Patty asked that they don’t move forward until we receive the OCR report. New maps will replace those at the Main Entrances. The project was funded by CASE Grant. It was noted that the location of the handicapped doors and restrooms are in each building needed to be included.

Advising – Luncheon being planned where all CTE faculty can get together with the advising staff to do program updates and chat about caveats of advising for the upcoming term. This term they are trying to schedule around it 02/20. It may be opened up to all faculty.

Lori Rockwell (Teriberry) has resigned so her position will be posted soon.
**SI #9, EMPLOYEE SATISFACTION**

Copies were included in the meeting materials. Rachele reported still that the indicator was in the ‘yellow.’ Had a 54% overall satisfaction, which was up by 2% over 2011-12.

To obtain detailed data it would cost over $2,500.

**WINTER INSERVICE**

Patty explained that the outcomes of the discussions were assigned for various groups on campus and one newly developed committee.

**SERV VETERANS STUDY**

Rachele explained that several initiatives are on the forefront around hiring and retaining veterans. There are new affirmative action rules. She agreed to participate in a study at PSU sponsored by the Dept. of Defense. In April, people will be emailed so that they can register themselves. The employee will get an invite to self-select as a veteran. It will include a 15-minute survey. Self-selecting veterans that participate will receive $25 for each survey they complete.

Then a training module will be sent out to the campus for supervisors. Supervisor tools and tips which is a self-paced program. For two weeks participants spend five minutes/day reflecting. When done the college gets access to the supervisor training for free. We have a large veterans population in Coos County. This will help us to be a more compassionate employer.

Veterans preference in employment – copies were distributed at the meeting. Rachele highlighted the most important pieces for managers. HR uses a point matrix when recruiting of all employees – part-time too. Interview questions are no longer scored – just recommended or not recommended is used.

We now have to ask every applicant if they are a veteran or did they self-select as having a disability.

Ask again if they are employed. All groups – organizational wide. Effective March 24, 2014.

Screening committees only determine whether an applicant is able to do the job; hiring authority determines the applicant selection.

**ACCREDITATION**

Ross mentioned that the Year Three report for Standard 2 was due March 15, 2015. A Comprehensive Report indicates that Institutional Effectiveness and Learning Outcomes also need to be addressed in the Year Three report. A committee will be brought together to develop. Currently updating, and confirming processes and procedures, etc.

**TITLE III ELIGIBILITY**

Patty wants everyone to know that we have to do Title III eligibility to be eligible to submit a Title III grant. Robin will submit it early. We have to show that we are within the $11,600 threshold expenditures verses FTE. Dual credit high schools students are not considered degree seeking students so they don’t help in the equation.
INSTITUTIONAL EFFECTIVENESS

May be $ in CASE that could be used to purchase the software being reviewed. Student retention and persistence. Ross would like to see us move forward. People using the software to meet to narrow it down. (Deans and Linda K, Ross).

$10,000-$20,000 It’s cost dependent.

$10,000 there is only one option

$20,000 there are three options

Through March 1st one contractor grandfathers (campus labs) the contract amount.

CAMPUS SCHEDULING

Media Services Requests - Need to be sure and include all of the items needed.

FINANCIAL AID

Numbers for students placed on warning winter term. If their GPA drops below a 2.0 they get a warning; 217 on warning; 40 suspended and then reinstated; 68 suspended for Financial Aid reasons.

Looking at whether there is a pattern, etc. The goal is to talk to Avena to see if they can send out something to advisors during the first part of the term notifying their advisors of their status. Academic warning can be shared with advisors, but not necessarily a Financial Aid warning.

Call it Academic Warning – identified as having academic issues – don’t refer to Financial Aid.

STUDENT SUCCESS AND RETENTION CONFERENCE

Several staff are attending: Shawn Liggett, Anthony Collins, Jerri Bennett-Stillmaker, Jenny Silva, Tim Dailey, Shawn Hanlin, Trish McMichael, etc.

NEXT MEETINGS

- March 4
- April 8
- May 6
- June 3