**SOUTHWESTERN OREGON COMMUNITY COLLEGE**

**Institutional Managers**

**March 3, 2015**

*Attendance:* Jan Baxter, Bill Becker, Michelle Benoit, Sharilyn Brown, Emerald Brunett, Meredith Bulinski, Robin Bunnell, Tim Dailey, Kathy Dixon, Karen Domine, Elise Hamner, Shawn Hanlin, Rod Keller, Duane LaFavers, Rocky Lavoie, Shawn Liggett, Megan McLarrin, Deb Nicholls, Tom Nicholls, Laurie Potts, Janet Pretti, Patty Scott, Avena Singh, Shawna Stephens, Joe Thomas, Ross Tomlin, Jeff Whitey

*Guest:* Jeffrey Nelson (HR Intern)

*Absent:* Megan Corriea, Mike Herbert, Diana Schab

**SALT WEBEX**

SALT is a company the College contracts with to help with account collections so as to improve our default rate. SWOCC’s official default rate has increased (September 2013 it was 16.5 [official]; September 2014 it was 19.7 [unofficial]).

Jacquie Carroll from SALT hosted us through a webinar providing an overview of the services they provide to students and staff. Students have access to SALT resources for the rest of their life. It’s FREE! Alumni also can access SALT.

It was noted that about 22% of students use SALT resources and even more students at four-year/private schools use it as it’s integrated into their admissions processes - students are encouraged to visit the SALT website (saltmoney.org). The national average is about 25% of students on campus access SALT.

Carroll encouraged the managers to logon and create their own SALT accounts and mentioned an event on March 24, 2015, from 10 am to 3 pm in Eugene at the University of Oregon.

Discussion occurred on several groups that could discuss broadening the use of SALT resources to assist students:

- ESSLT
- ATD
- HD100
- Student Orientation
- Alumni Association

Training is scheduled to occur with student leaders (RAs, ambassadors, ASG) to help spread the word. Patty suggested selecting students to blog about their experiences and share through social media.

**PERFORMANCE EVALUATION TRAINING**

Copies of the Performance Management 2015 Action Plan were distributed at the meeting and Jan explained the materials noting that 360° evaluations occur once only every three years. Supervisors will be contacted for training.

All evaluations are due by August 30th and the President will be notified of any that aren’t completed by that date.

**EVACUATION DRILL (DRAFT PROCESS)**

Copies included in the meeting materials. Bill asked adjustment suggestions be sent to him or Carol Richards.

Bill explained that the College was obligated to have drills each year. Determining a ‘good’ time is difficult.
WEATHER RELATED CAMPUS CLOSURE PROCESS (DRAFT PROCESS)
Copies of the Inclement Weather information were included in the meeting materials. Once finalized the information will be posted to the website for users to access.

Rocky reminded managers of the number for students and staff to call for class and campus closure information 541-888-1503.

SAIF TRAINING – SAFETY FOR THE SUPERVISOR (SAFETY IN THE WORKPLACE, MONITORING WORK PRACTICES, ETC.)
Free training is planned for Thursday, April 23. Registration is required. Contact Carol Richards.

Em encouraged people to attend. All can attend – not just supervisors.

FEEDBACK ON ACCREDITATION REPORT
Ross reported that it was moving along well.

BUDGET UPDATES
Bill reported that information was being compiled.

OUTCOMES FUNDING
Patty shared that Outcomes Funding would be part of the College’s funding formula for 2016-17 budget year, noting that as a result SWOCC will be the biggest loser! With only about 25% of our students working towards something that counts as completion, the new funding impacts us negatively. Tweaks were made to help the small colleges, but as a middle sized college they didn’t help us a lot.

2016-17 funding will be based on last year, this year and next. Therefore, it will be important to get more people to complete this year and next. It was noted that course audits provide FTE but not completion so they count against us. Workforce training is great, but they are never counted as completers. If OCCI students don’t complete their AAS degree, it hurts the College. Therefore, the new certificates being developed for that program will help to show incremental completions.

BILLS
- HB3126 establishes minimum education requirements to teach dual credit
- HB3281 prevents public universities and community colleges from increasing tuition and mandatory fees during 2015-16

CLASSIFIED EMPLOYEE WEEK
A recognition event is planned for Thursday, March 5 at 2 p.m. in the Empire Hall Lobby.

FORESTRY PROGRAM
Ross announced that the County gave the College $17,000 for the Forestry Program and that the articulation with OSU for the Natural Resources Program was finalized.

TITLE III
Karen mentioned that the Title III Grant process was underway. Patty reminded her that it was important that it be around completion and not impact the General Fund when the grant ends.

NEXT MEETINGS
- April 7
- May 5
- June 2