SOUTHWESTERN OREGON COMMUNITY COLLEGE
Institutional Managers
April 7, 2015

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

Absent: Sharilyn Brown, Megan Corriea, Karen Domine, Rod Keller, Tom Nicholls, Laurie Potts,

EVACUATION DRILL PROCESS

Information was included in meeting materials. The next drill is planned for May 14, 2015 at 2:05 p.m. There will be an audible horn, RAVE, email and text announcements. The expectation is to clear buildings, go to designated areas in parking lots, and then another horn will sound to signal that it’s okay to return to workplaces/classrooms.

Any class unable to participate should contact Ross to be cleared from participation.

The dates for future scheduled drills for the next year will be set. Dates will be known well in advance.

Patty reminded people that if they are identified as Building Monitors to make sure they are on campus on May 14 or delegate the responsibility to someone in their absence.

INCLEMENT WEATHER CLOSURES

Information was included in the meeting materials. Questions are to be directed to Carol Richards.

ACCREDITATION VISIT SCHEDULE

Information was included in the meeting materials. Ross briefed the managers and noted that the team MAY want to speak with members of the following groups during their visit. He asked them to be ‘on call.’

- Institutional Managers – Rocky, Jeff, Tom and Diana
- College Council – Ron, Terry, and James

Patty indicated that anyone wishing to attend the exit meeting on April 14 @ 11:30 a.m. in Tioga 505 could do so.

TECHNOLOGY PURCHASING POLICY

Copies of the proposed policy were included in the meeting materials. Rocky briefed the managers.

Patty explained that the college was moving toward having a centralized purchasing (procurement) office/department. People need to be mindful when items are purchased on grants that may impact the General Fund in later years.

Kathy announced that new college credit cards would be coming through Banner Bank July 1, 2015 (more to follow on this later).

BUDGET

Copies of Oregon’s Best Investment: Community Colleges were distributed at the meeting.

Patty noted that the community college budget ask is $550 million and added that community colleges produce taxpayers that directly impact the communities they live in after 2-3 years—universities do not.
The Ways and Means Committee will be travelling around the state, but not near us so there are no plans for a SWOCC contingent to attend. However, community colleges will be represented.

- Friday, April 10 – La Grande  
  5:30-7 p.m. – Hearing at Eastern Oregon University
- Saturday, April 11 – Boardman  
  12:30-2 p.m. – Hearing at the S.A.G.E. Center (Port of Morrow)
- Tuesday, April 14 – Lincoln City  
  6:30-8 p.m. – Hearing at the Lincoln City Cultural Center
- Thursday, April 16 – Gresham  
  7–8:30 p.m. – Hearing at Mt. Hood Community College
- Tuesday, April 21 – Portland (PCC Rock Creek)  
  7–8:30 p.m. – Hearing at PCC Rock Creek
- Thursday, April 23 – Springfield  
  6:30–8 p.m. – Hearing at (still working on selecting a venue)
- Friday, April 24 – Klamath Falls  
  5:30–7 p.m. – Hearing at Oregon Institute of Technology
- Saturday, April 25 – Grants Pass  
  12:30-2 p.m. – Hearing at Performing Arts Center Lecture Hall

Patty stated that the College’s budget would be done before the state actually notifies us what we are scheduled to receive. The next internal budget committee meeting is scheduled for this week and we are still approximately $600,000 from balacing. If it happens, Outcomes Funding will hit us in the second year of the biennium (16-17). She shared that some of the presidents looked confused when she brought it to their attention that students 65+ all count against us. Not only do we lose money because they are over 65+ and taking courses tuition free, we lose extra because they don’t count in the outcomes. She added that there was a CHANCE that community education may be allowed back in the funding formula.

EMPLOYEE RECOGNITION EVENT

Thursday, May 22 @ 4 p.m. at OCCI. Campus offices will close at 4 p.m. to allow all employees to attend.

The annual event is to recognize retirees and co-workers through special awards. More information to follow.

CATALOG COVER

Copies of the ‘draft’ cover were included in the meeting materials. Discussion occurred. Additional photos from Curry and of a disabled student to be incorporated. Photo replacements are to be sent to Anne Matthews this week.

ACHIEVEMENT COMPACT

Copies of the materials were included in the meeting materials. Patty and Robin briefed the managers.

Patty added that there will be a multiplier for underrepresented populations in the funding formula and that if we didn’t have athletics, the completion breakout numbers would be dramatically different.

OTHER

Policy on Social Media

No formal policy is in place. Discussion followed on whether employees should be Facebook friends with students. Patty’s philosophy is that she doesn’t ‘friend’ someone until after they graduate. Discussion occurred on best practices during inservice for staff and possibly for students to educate them on proper usage as it’s viewed by potential employers, etc.