SOUTHWESTERN OREGON COMMUNITY COLLEGE
INSTRUCTIONAL MANAGERS

April 8, 2014

Attendance: Robin Bunnell, Tim Dailey, Karen Domine, Elise Hamner, Shawn Hanlin, Rod Keller, Rocky Lavoie, Shawn Liggett, Deb Nicholls, Tom Nicholls, Laurie Potts, Janet Prett (IPV), Diana Schab, Patty Scott, Avena Singh, Rachele Summerville, Mike Herbert, Linda Kridelbaugh, Karen Matson

Guests: Shellie Brandt, Anne Matthews, Brenda Rogers

Absent: Michelle Benoit Sharilyn Brown, Shawna Stephens, Ross Tomlin

INTRODUCTIONS

Patty introduced the new Foundation Director Elise Hamner.

SPRING LAKE WALK

Members of the CORE committee briefed the managers of the planned Spring Lake Walk. Discussion occurred on potential dates of June 2 and June 5, time and possible office closure. June 2 and 4 p.m. were selected, and managers were given the authority to close offices. Participation in the event is voluntary.

CIVIL RIGHTS

Copies of a working matrix with the findings from the recent Civil Rights visit were reviewed and staff assigned. All materials are to be sent to Deb Nicholls for submission to OCR.

Discussion occurred on the new statements developed with OCR’s guidance. It was noted that ALL one page documents (electronic or hardcopy), even flyers, should include the short statement; two pages or more (electronic or hardcopy) should include the long statement on the last page of the document.

ACHIEVEMENT COMPACT

It was noted that all areas of the college have input on it (students, faculty and staff) as it is reviewed by Managers, goes to College Council (students and staff), the Budget Committee (community), the Board, then to the state.

A regional compact is being developed. A meeting will occur later in the month with people from Curry and four -year institutions. Most of the other colleges have regional compacts. Eventually there may be some money for regional compacts.
Need to be conservative so that we meet the compact. Linda to get Robin updated budget numbers. Patty will send Managers HECC’s response.

**JENZABAR MODULE**

Linda reported that next year Managers will be able to move budget money around to areas where it’s needed (within the overall category) which will hopefully expedite the approval process. Training will be provided. Materials and Services – not Personnel.

**RECRUITMENT PROCESS CHANGES**

Rachele distributed copies of the screening matrix at the meeting and explained that there would be some staff recruitment changes. We need to be more diligent in our veterans preference. If a vet meets the minimum qualifications – they will be interviewed. With the exception of student position, ALL positions must be posted. Tagged with reaching an 8% utilization of employee new hires shall be veterans. Have to establish a 7% utilization goal of persons with disabilities.

**INCENTIVES FOR EARLY REGISTRATION**

Tom explained that the assumption is that we wouldn’t give an incentive that is of higher value than the tuition increase.

Options:

- All returning student would have their tuition frozen (budget impact over $100,000 in lost revenue)
- Give a $30 voucher to be used towards the purchase of books only
- Early bird registration discount

The liability is less with a $30 bookstore discount rather than frozen tuition.

More disc to occur at the budget meeting.

**INSTRUCTIONAL UPDATE**

Rod reported that they were working on the Outcomes Assessment initiative through the Instructional Design Committee (continued student assessment and communication issues).

It was noted that the new programs underway were all pending state approval.

Patty reported on a recent discussion with Hank Hickox (Bandon Dunes) regarding things that could be developed with them (i.e., food service, hospitality, etc.). They are getting ready to build another course and more housing.
HOUSING RATES

It was announced that the Board recently approved an increase (by CPI).

SUCCESS INDICATORS

Copies of the following indicators that were reviewed by the Board on March 24, 2014 were included in the meeting materials:

- # 15, Fiscal: Statement of Cash Flows YTD – All Funds
- # 16, Fiscal: Responsibilities – All Funds
- # 17, Fiscal: Responsibilities – Enterprise Funds

FUG BLACKOUT DATES

Jeff Whitey shared the proposed dates that the FUG suggests as staff/services would not be available for outside groups (i.e., Summer Fridays, graduation set-up/take-down, etc.).

NEXT MEETINGS

- May 6, 2014
- June 3, 2014