SOUTHWESTERN OREGON COMMUNITY COLLEGE

INSTITUTIONAL MANAGERS

July 28, 2015

Attendance: Jan Baxter, Robin Bunnell, Megan Corriea, Kathy Dixon, Karen Domine, Elise Hamner, Shawn Hanlin, Mike Herbert, Rod Keller, Rocky Lavoie, Shawn Liggett, Deb Nicholls, Tom Nicholls, Laurie Potts, Janet Pretti, Patty Scott, Avena Singh, Eric Stasak, Shawna Stephens, Ross Tomlin, Cody Yeager

Absent: Michelle Benoit, Sharilyn Brown, Emerald Brunett, Meredith Bulinski, Tim Dailey, Duane LaFavers, Meggan McLarrin, Joe Thomas, Jeff Whitey

Introductions

Eric and Cody were introduced.

Health and Science Building

Elise distributed a project summary and conducted a presentation. The state has allocated $8 million in capital construction funds for the project. However, the College must match that amount by July 2017 and have construction completed by June 2019. It was stressed that any donation amount is important. If the $8 million match is not raised by the deadline, the College will not be eligible to request capital funds in the future.

Ross shared that all science classes will be held in the building as well as EMT, Nursing…… labs.

Patty shared that the lobby was being designed for other usage (i.e. community use) and the building will also include a 250-seat lecture hall that could be split into two 125 seat rooms. Lobby could house science displays (Geology display), etc. It will have nine classrooms, some of which will be general use and others tied to science labs.

Brainstorming other uses/activities for the building occurred. Promoting a bundle of programs and services that we will be able to provide because of the new building that we currently aren’t able to is essential. Showing the career opportunities available through the new facility that don’t currently exist in our area is important.

- Health assessments for community children, especially those in need
- Community meeting space for community wellness classes, etc.

What’s good for SWOCC is good for the whole region. A healthier region is ultimately good for everyone.

This state-of-the-art new facility ensures our region has top quality medical training facilities. It can be the STEM hub for the region. It will provide the ability for residents to train in the medical and science fields locally and even stay here to train and work. New programs will be developed and program expansions will occur as a result.

It was noted that campus tours are not taken thought the current facilities in Coaledo and Sumner because they are so antiquated. Because of they are out dated, students are retrained once they enter the workforce.

Voters need to feel that their investment will get them a valuable return. “Lower your cost of local health care by investing in this facility.” Testimonials from current or former students on the benefit of being able to stay in the region.

Classified Inservice, Summer

The schedules for the dates were included in the meeting materials. Patty encouraged managers to get their classified staff to attend all of the sessions, not necessarily both days as some sessions are duplicated. Plans for
Curry staff is unknown. It was suggested that people contact Anna Cole if they had questions/concerns as she was involved in the planning.

**Fall Inservice**

Ross distributed copies of the schedule. Adjustments were made. Fall inservice begins Friday, September 18 with all campus.

**Budget**

Patty stated that it was balanced and approved! Physical books are only available upon request from the Business Office. She added that we received a little more $ from the state than was we budgeted, but cautioned everyone not to overspend as there are some challenges that still need to be dealt with (i.e. PERS liability, etc.).

**Free community college** – There’s no such thing. Great concept though. Only a modest amount was allocated to the entire state ($10 million for 250,000 students). It was noted that SWOCC alone would need $6 million. It will help middle income students. There are still a lot of unknowns. The number of FASFA apps will increase. We are working on an informational sheet to give to students. It will be a topic discussed during the legislature’s Special Session in February.

**Enrollment** – Summer FTE is down 8%; Billing Credits not quite that much; fall is up. Spring enrollments dropped off. End of year FTE is about even. NOTE: Most of the other community colleges are down double digits.

**Housing** is up 38 over this time last year. The deadline for housing deposit/refund is next Friday.

**International Students** are at 7 (5 Canadians). HS visits in Victoria are planned.

**Billing Credits** – We budgeted for 52,000 came in at 51,000.

**OCCI** – Looking at adding a 3rd cohort for Baking and Pastry. Running out of space though. All am classes will now start at 7 am to allow an hour for all academic classes. Also looking at mobile refrigeration on the loading dock. Looking at externs cooking graveyard in the bakery too.

**Athletics**

- Swimming has 35 so far (last year 18); 12 of the 18 are returning. Hired an athlete and one of the new assistant coaches to follow-up on athletes.
- Soccer (men’s is larger than women’s)
- Baseball at 40 (can only dress 36)
- Softball at 23 (can only dress 18)
- Golf at 20

**Success Indicator Deadlines**

Copies of due dates matrix were shared at the meeting. Robin reported that some deadlines were adjusted due to vacations or other staff obligations.

**Driving Request Process**

Copies of the new draft policy were included in the meeting materials. This topic will be discussed again on September 1.

**HR Improvements**

Jan shared that Julie Wirth was being moved to a new location in their office and that work study personnel would serve as receptionists. Other refinements are being made to enhance users’ experience. She encouraged feedback to help improve things. Brainstorming occurred on various examples of things that would be helpful to
supervisors/staff in the hiring process and other things. She’s working on closely monitoring the hiring process to help it moving forward. Managers stated that an onboarding packet (hardcopy or electronic) was needed.

**Diploma Covers**

Shawn L indicated that the inside of the covers needs updated. She added that a new company would be used (Key) and that they were looking at printing diplomas in-house. Discussion on whether to continue having a sketch on the inside cover occurred. No photo to be used – just color. The navy cover and red/burgundy color were favored.

**Marketing Report**

Tom shared information on the branding work done with an advertising agency (DHX Advertising) following an RFP developed and released by a committee consisting of Tom, Anne, Janet and Elise.

- Lighthouse logo update – it needs to evolve over time
- Tag lines
- Color scheme for print materials

The concept of branding is US and EVERYTHING we do. We need to be more academically oriented and our branding needs to reflect such. The DHX presentation will be shared with smaller groups over the coming months and the agency will come back to campus in September to present to the full campus. DHX is excited to work with the College.

**2015-16 Evacuation Drills**

- Tuesday, October 13, 2015
- Thursday, May 12, 2016

**Next Meetings**

- September 1
- October 6
- November 3
- December 1
- January 5
- February 2
- March 1
- April 5