SOUTHWESTERN OREGON COMMUNITY COLLEGE
INSTITUTIONAL MANAGERS

September 1, 2015

Attendance: Jan Baxter, Michelle Benoit, Emerald Brunett, Meredith Bulinski, Robin Bunnell, Tim Dailey, Kathy Dixon, Karen Domine, Elise Hammer, Mike Herbert, Rod Keller, Duane LaFavers, Shawn Liggett, Meggan McLarrin, Deb Nicholls, Tom Nicholls, Laurie Potts, Janet Pretti (IPV), Patty Scott, Eric Stasak, Shawna Stephens, Joe Thomas, Ross Tomlin, Jeff Whitey, Cody Yeager

Absent: Sharilyn Brown, Megan Corriea, Shawn Hanlin, Rocky Lavoie, Avena Singh

HEALTH & SCIENCE BUILDING
Patty explained that the College does not yet have the $8 million match to do the project and that the Foundation and College boards would be meeting on Thursday during the Board Retreat to discuss funding options and talking points that will help prepare them for discussing the project in the community. She shared that a bond was tentatively planned for November 2016. Currently, Nursing, EMT, CNA1, CNA2, Phlebotomy and Medical Assistant programs all share the Sumner facilities.

Community presentations and alumni testimonials from the programs that will be housed in the new building are planned.

FALL INSERVICE
Copies of the schedule were distributed at the meeting. Adjustments were noted.

It was noted that inservice is considered professional development and all employees were expected to attend.

ACCREDITATION UPDATE
Ross explained that the accreditation report was accepted and shared their recommendations. Additional information on our progress on the Standard #1 Recommendation was requested. However, Ross suggested responses to #3 and #4 be included as well.

SUMMER & FALL ENROLLMENT
Tom reported that Summer FTE was down by 13, Billing Credits down 264, but Fall FTE was up across the board. He shared that 50% of students (unduplicated headcount) typically enroll between today and September 30. We are up 61 Housing deposits for first-time freshman over this time last year. International is 14 housing deposits compared to this last year. Jeff indicated that housing was up overall and that they had moved to an overflow assignment process. Housing is currently at 306 compared to 245 last year this time. Ross shared that OCCI enrollments were also doing well.

STRATEGIC ENROLLMENT MANAGEMENT PLAN DRAFT GOALS
Copies of the Plan Vision were distributed at the meeting. Tom stressed that FTE growth was still important as SWOCC was 13% below the state funding cap. Discussion occurred on whether numbers should be stated in the Plan verses using the SIs to measure to move forward in the desired direction. Tom to make adjustments for ET’s review next week.

LEADERSHIP SWOCC
Ross announced that 11 people had signed up for the next class which runs once a month on Fridays October through May. The book selected for this year is Bounce.

EMPLOYEE EVALUATION FORM & PROCESS
The process was piloted this year and is being refined as some of the areas were redundant. Jan to send more information to Managers for feedback. It was noted that it needed to be electronically, fillable, savable, and accessible from off campus. Robin stated that the goal was to use LiveText so retyping will not be necessary. The plan is for one third of the managers to use 360° evaluations each year.

BUDGET
Eric shared that he had been working with the Business Office on a budget forecasting tool that would be rolled out to the Board this week. Kathy shared the new credit card reconciliation process.
REQUEST TO DRIVE PROCESS
Emerald asked for feedback on the draft process reviewed in July. People were asked to plan ahead, especially when student drivers were being considered as the approval process takes time, but noted that turnaround was approximate five days. Once the new process is fully approved, it will be available on MyLakerLink.

STUDENT SUPPORT SERVICES GRANT
Michelle was congratulated on obtaining the SSS grant again!

THE ROLE OF A MANAGER
Tom passionately shared what he felt the role of managers was. While they may not always agree with what the decisions are, it’s important that they support them and share them with their staff. He stressed that the College is a great place to work!

REMINDERS
- 2015-16 Evacuation Drills
  - Tuesday, October 13, 2015
  - Thursday, May 12, 2016

NEXT MEETINGS
- October 6
- November 3
- December 1
- January 5
- February 2
- March 1
- April 5
- May 3
- June 7