
Absent: Michelle Benoit, Sharilyn Brown, Megan Corriea, Shawn Hanlin, Tom Nicholls, Laurie Potts, Diana Schab, Joe Thomas

INTRODUCTIONS
Two new employees were welcomed (Emerald Brunett and Duane LaFavers).

ORGANIZATIONAL CHART
Copies of the ‘draft’ 2014-15 chart were distributed at the meeting. Changes to be forwarded to the President’s Office.

VIDEO (youtu.be/u4ZoJKF_VuA)
The TedTalk video “Start with why: how great leaders inspire action” was viewed.

What, How, Why - Every organization knows WHAT they do and HOW they do it, but very few know WHY they do it – WHY their organization exists.

Why, How, What – Organizations/leaders that start with the WHY are more successful and inspire action. The goal is to do business with people that believe WHY you do WHAT you do.

Discussion occurred on how employees can become more inspired:
- First Stop is reading a Disney book
- Developing a leadership program - Leadership SWOCC - Once a month a cohort of people at the college would gather for discussion on various topics.
- The Board read the Start With Why book
- Ritz Carlton philosophy
- FISH philosophy
- Ideas are free - Empowering areas to implement cost savings or efficiency ideas without having to go through the chain of command

The importance of everyone modelling this culture for themselves and those around them was stressed. The concern of new people coming on board and the loss of organizational knowledge as people retire was shared. It was suggested that hiring people with the attributes we want become part of our hiring process (on boarding) – like Disney and others do.

CIVIL RIGHTS UPDATE
Deb updated the group on the progress that has been made on the responses, noting that extensions had been requested for the items in the Guidance and Counseling area to allow for faculty input once they return.

ACCREDITATION TIMELINE AND RESPONSIBILITIES
Copies of the ‘draft’ Mid-Cycle Evaluation Report detailing the responsible individuals and timelines were distributed at the meeting.

Ross shared that the mid-cycle report was new and much less involved than previous process. He added that the College’s visit was scheduled for April 2015 and the 10-12 page report was due in mid-March. A ‘draft’ is scheduled for December, again in early Winter, and then finished by February. The Deans will work with faculty in the fall regarding the outcome assessment process. An Accreditation Team will be established this fall.

Patty briefed the newcomers on what accreditation was and why it’s important. The process is on a seven-year cycle.

INSTRUCTIONAL UPDATES
- Inservice Schedule – Copies of the final schedule were distributed at the meeting and Ross provided an overview of the event. With the exception of staff that work odd shifts or where supervisors are not able to adjust the workers schedules, Patty announced that Inservice IS the work for the day and that all staff are expected to attend. She added that it costs the College approximately $100,000 to close campus for a day and that this investment what the College makes to provide Inservice activities (staff development) for all staff. Lunch is provided and the afternoon’s activity will be an interactive session.
Faculty Orientation and Development Sessions – Orientation for new FT, all PT faculty is scheduled for Friday, September 19th. Copies of the schedule were distributed at the meeting.

Forestry Fundraising – Elise shared that the fundraising campaign has raised approximately $148,000 through cash, grants and pledges.

Regional Achievement Compact (RAC) – The kick-off meeting is scheduled for Wednesday, September 10.

ADMINISTRATIVE SERVICES UPDATES

EAP Resources – Jan shared that it was National Suicide Prevention Week. Resource materials on preventing suicide were distributed at the meeting. Ask the important questions! It was noted that the College covers three FREE confidential EAP visits per incident; after which insurance picks up the remaining visits.

Volunteer and Hold Harmless Forms – It’s important that these forms be completed for all individuals participating in events/activities outside their normal scope of responsibility (e.g., lake walk, field trips, etc.). It was noted that for ongoing activities (i.e., community ed PE classes) the form could be done just once a year. In regards to the volunteer form, it’s important that the hours/time involved be indicated as well as the specific activity (e.g., driving or office work, etc.) as the College’s insurance is different for the various activities. These forms are online.

Performance Evaluation Committee – Patty briefed the newcomers on the form currently used and the need for its revision Committee: Shawna, Shawn, Avena, Tim, and Emerald. The goal is to come up with a draft document for use by April 2015. The 360° evaluation process/form may take longer.

Health Insurance for MASSC – The costs have increased. Therefore, the College’s contribution for MASSC employees has been increased starting in October. MASSC also received a 2.5% salary increase effective July 2014.

IT UPDATES

Rocky shared that they’ve been busy preparing for fall term (e.g., 3rd floor renovations, Chemistry classroom, Curry campus technology upgrades, etc.).

ENROLLMENTS

Summer FTE was at 585; 447 of which were online classes. Fall numbers are still shifting, but at this time fall FTE is up by 100; mostly FT students.

New student housing applications are at 278; last year this time was 241. There are 87 returners in housing; only 73 last year. Total housing numbers are at 365, compared to 314 last year. Jeff noted that anything over 370/375 causes capacity issues. He added that the College is required to report ANY domestic issues occurring at housing in Clery Act Report. There appears to be a significant jump in “other Oregon” residents due to various Recruitment strategies.

OCCI is full.

Athletics – Swimming has 20; Baseball 48-50 many of which don’t have housing apps in which is a concern, 10 are walk-ons; Men’s Soccer is at 19-20 while Women’s Soccer has 17-20.

Discussion occurred on wanting students to be successful and that when a student cannot afford to attend it’s best to encourage them to start at a later time. Never should they be discouraged to attend, just start later. There are a lot of variables, options and solutions to students. It’s important to be flexible.

Ross inquired about the Spring to Fall retention. This information was not readily available during the meeting.

Discussion occurred on the Bookstore voucher offered in the spring for early fall registrants’. Shawn announced that it becomes effective September 23rd. Therefore, no data is known yet.

CCSSE RESULTS

Ross briefed the group on the CCSSEE survey (Community College Survey of Student Engagement); during alternate years SENSE is conducted. It was noted that the College now has 10 years of data (2004-2014) and that faculty and student engagement had declined over the past few years. Results will be shared and discussion will continue on October 7th.

PLANNING PROCESS

Ross shared that the planning committee had met and discussed terminology and timelines.

Robin stated that the organizational chart was used to determine the planning process hierarchy. She added that Instructional’s timeline was slightly different than Administration’s. Official documentation will be disseminated in the near future. Planning for the next academic year (2015-16) is needed, working toward a two to three-year year budget cycle in addition to reacting to our economy when necessary.
Discussion occurred on the importance of creating a master list of compliance deadlines. Such information should be forwarded to the President's Office. Robin added this information could be entered into the planning system software (WEAVE) as part of the College’s planning process and that the information could be monitored, regardless of staff turnover.

**OTHER**

Shawn shared information on a company servicing eTranscripts (College Graduate Association). If it moves forward, SWOCC would be the company’s first Jenzabar school and because of that, they are willing to provide free set-up and cover the student fee for the first academic year. Next year, they would charge a $12.50/student for a lifetime membership fee. Shawn recommended that the Super Fee absorb the $12.50/student fee starting next year (15-16). With this system, employers can be given a code to access a student’s transcript for degree verifications and students can order transcripts online in real time. Five companies are providing this service nationwide.

Discussion occurred on the potential budget implications this would have, especially when dealing with ‘past students’ that have already paid their Super Fee and understood at the time that all future transcript were free.

Other schools using this company need to be contacted. Patty requested that a proposal be prepared to understand the full budget implications. Ross requested that Shawn bring the proposal to the Deans for further discussion.

**Vice President of Administrative Services** – Patty announced that Dr. Bill Becker was hired to serve as an interim following Linda’s retirement in December. He will begin in January. A full search will be conducted during winter/spring to have someone in place by July, if not sooner.

**Foundation, Employee Engagement** - Elise shared that only 20 employees contribute to student scholarships, etc. which is an extremely low percentage of employees, which has a negative affect when applying for grants. In addition to scholarships, there is a need for project funds (e.g., equipment, start-up programs, lecture series, etc.). Discussion occurred on ways to increase employees’ participation. The idea of employees donating vacation days to the Foundation was broached. It is unclear if it’s legal to do. However, if it is, it would have a budget impact as employee vacation days are not ‘real money.’ Therefore, funds would have to be budgeted and set aside for such so that money could flow from the General Fund to the Foundation when such a donation is made.

**NEXT MEETINGS**

- October 7
- October 28
- December 2
- January 13
- February 3
- March 3
- April 7
- May 5
- June 2