

# Daily Cash Information

10/10/2008

(This sheet represents activities from the previous day)

New Vouchers \$ 67,180.52

Previous Day Disbursements \$ 6,179.81

	Total	Current to 30	31-60	61-90	91+
Accounts Payable Balance "Aged"	\$ 501,981.30	\$ 292,742.25	\$ 158,575.02	\$ 44,000.68	\$ 6,663.35

Payables due on next check run \$ 324,144.62 (Currently we are planning paying these next Monday or Tuesday.) These are all the bills due until 10/10/08

Next Payroll-October \$ 1,268,580.09 Adjusted for some actuals for October

Previous Day Cash Receipts \$ 16,629.42

Cash Accounts	Previous Balance	Change in Cash	Current Balance
Umpqua Gen Checking	\$ 909,370.38	\$ (14,550.39)	\$ 894,819.99
Umpqua Pool	2,794.97	-	2,794.97
LGIP	3,137.09	-	3,137.09
Payroll	9,842.45	-	9,842.45
	<u>\$ 925,144.89</u>	<u>\$ (14,550.39)</u>	<u>\$ 910,594.50</u>

# Daily Cash Information

10/17/2008

(This sheet represents activities from the previous day)

New Vouchers \$ 1,543,413.18

Previous Day Disbursements

The remaining balance in 61-90 is Shelton Turnbull we paid them \$20 this week already. Plan on paying remaining next week. Had others that were more important.

	Total	Current to 30	31-60	61-90	91+
Accounts Payable Balance "Aged"	\$ 2,104,142.83	\$ 1,837,154.23	\$ 244,264.70	\$ 44,926.46	\$ (22,202.56)

Payables due on next check run \$ 1,922,298.66

These are all the bills due until 10/17/08

Next Payroll-November \$ 1,435,000.00

Previous Day Cash Receipts \$ 2,353,119.96 This reflects EDPMS drawdown, State Pmt, and some FA Draw down

Cash Accounts	Previous Balance	Change in Cash	Current Balance
Umpqua Gen Checking	\$ 542,787.00	\$ 2,353,119.96	\$ 2,895,906.96
Umpqua Pool	2,794.97	-	2,794.97
LGIP	3,137.09	-	3,137.09
Payroll	659.94	-	659.94
	\$ 549,379.00	\$ 2,353,119.96	\$ 2,902,498.96

# Daily Cash Information

11/12/2008

(This sheet represents activities from the previous day)

New Vouchers \$ 101,736.53

Previous Day Disbursements \$ -

	Total	Current to 30	31-60	61-90	91+
Accounts Payable Balance "Aged"	\$ 712,093.87	\$ 201,444.13	\$ 361,479.20	\$ 166,843.91	\$ (17,673.37)

Payables due on next check run \$ 616,263.23

These are all the bills due until 11/17/08

**Next Payroll-December Total \$ 1,450,000.00** Estimated based off what November's was that included PT Faculty

Actual Payroll Checks \$ 723,000.00

Taxes \$ 315,000.00

Medical/Dental \$ 267,000.00

Accounts Payable \$ 42,000.00

PERS \$ 103,000.00

**Debt service Due 12/1/08 \$ 516,000.00** Needs discussion.

Previous Day Cash Receipts \$ 4,417.33

Cash Accounts	Previous Balance	Change in Cash	Current Balance
Umpqua Gen Checking	\$ 65,460.30	\$ 4,417.33	\$ 69,877.63
Umpqua Pool	2,990.12	-	2,990.12
LGIP	49,178.38	-	49,178.38
Payroll	7,841.11	-	7,841.11
	<u>\$ 125,469.91</u>	<u>\$ 4,417.33</u>	<u>\$ 129,887.24</u>

# Daily Cash Information

2/23/2009

(This sheet represents activities from the previous day)

New Vouchers \$ 1,371.96

Previous Day Disbursements \$ 2,683.41

	Total	Current to 30	31-60	61-90	91+
Accounts Payable Balance "Aged"	\$ 151,744.53	\$ 115,222.64	\$ 36,521.89		

Payables due on next check run \$ 135,883.12

These are all the bills due until 3/2/09

**Next Payroll-February Total \$ 1,568,407.48**

Actual Payroll Checks \$ 684,536.94

Taxes \$ 294,151.54

Medical/Dental \$ 259,190.16

Accounts Payable \$ 30,528.84

PERS \$ 300,000.00

This is 3 months estimate. Reports are not posting; therefore, no money has been remitted. Lisa said she was going to work on this after payroll was finished

Previous Day Cash Receipts \$ 24,279.30

Cash Accounts	Previous Balance	Change in Cash	Current Balance
Umpqua Gen Checking	\$ 750,864.31	\$ 21,595.89	\$ 772,460.20
Umpqua Pool	3,007.53	-	3,007.53
LGIP	2,138,364.67	-	2,138,364.67
Payroll	6,956.33	-	6,956.33
	<u>\$ 2,899,192.84</u>	<u>\$ 21,595.89</u>	<u>\$ 2,920,788.73</u>

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TO: Dr. Patty Scott, Interim President, Southwestern Oregon Community College  
FROM: Shawn Hanlin, CEC, Executive Director, Oregon Coast Culinary Institute  
SUBJ: Food Service Proposal  
DATE: February 9, 2009

Dear Dr. Scott,

This proposal is put forth on behalf of the Oregon Coast Culinary Institute with the purpose and intent to facilitate discussion regarding the management of all food service operations on the campus of Southwestern Oregon Community College. This proposal is rooted in the following three points of emphasis:

1. To improve the quality of the educational experience and expanded externship opportunities for students attending the Oregon Coast Culinary Institute.
2. To improve the quality and variety of food service, food service operations, and catering to the students and staff of Southwestern Oregon Community College.
3. To garner the economic benefit of providing food service and catering operations to Southwestern Oregon Community College that is currently lost due to the outsourcing of these functions.

The following page(s) and appendices will outline in greater detail each of the above mentioned points of emphasis.

**1. To improve the quality of the educational experience and expanded externship opportunities for students attending the Oregon Coast Culinary Institute:**

There are many aspects of our current curriculum that would be greatly enhanced by the occasion that would be afforded our students were the Oregon Coast Culinary Institute to be the food service provider for Southwestern Oregon Community College. These advantages would range from increased skill building for our beginning students to expanded externship opportunities for those students who have completed their classroom courses of study and are now ready to put their newly honed and acquired skills into practice.

As the food service provider our beginning culinary students would be exposed to greatly expanded opportunities to increase their basic food preparation skills. These skills focus on hand-eye coordination and are only mastered through continuous repetition, an opportunity that our students do not currently have. In our present delivery format it is also difficult to replicate the real, job-like circumstances under which our students will be expected to perform when placed out in the industry. These expectations include a high level of production efficiency and volume, most typically in a very demanding setting all while maintaining the highest degree of quality. Under this proposal our students would have increased exposure to, and experience in, these types of situations.

As the food service provider there would be a significant increase in the number of on-campus externships available to those OCCI students who had completed all of their required classroom course work. Under this proposal there would be a minimum of an additional eleven culinary, baking and catering externships available to OCCI students. Having these externships available on campus would allow our students to sharpen and put into practice those skills they have learned in areas such as menu planning and design, restaurant layout and design, inventory control and purchasing along with restaurant management and supervision. These internships will also provide for a highly trained and highly motivated food service staff for Southwestern Oregon Community College.

The food service and catering externship participants and externship courses (see appendix A) would be supervised by a Food Service Manager/Chef Supervisor who would also be responsible for the day to day food service and catering operations. This position would report to and work in concert with the OCCI Executive Director (see appendix B).

2. To improve the quality and variety of food service, food service operations, and catering to the students and staff of Southwestern Oregon Community College.

The overall quality and variety of food and food service at Southwestern Oregon Community College will be greatly enhanced by the operations provided by the Oregon Coast Culinary Institute. The highest standards of quality and service will be set forth and maintained by the hiring of a well trained, professional staff along with establishing a well developed communication and evaluation plan. The variety of food offerings provided by the on-campus dining operation, as well as catering options will be greatly improved under this proposal. (see appendix C) Providing the opportunity for increased volume in the production classes at OCCI will allow the dining operations to expose students, staff and guests to diverse dining experiences such as regional and international cuisine and garde manger along with various ethnic dining celebrations.

#### **Staff:**

The benefit of providing externship opportunities within the food service operations ensures that all front line positions will be filled by professionally trained and highly motivated Certified Culinarians. Staffing these positions with individuals whose long term goals are to become Certified Chefs, restaurateurs and food service managers will make certain that students and staff are consistently exposed to a high level of product and service.

#### **Communication and Evaluation:**

In order to ensure that the food service wants and needs of the students, staff and guests of Southwestern Oregon Community College are being met, several communication instruments will be developed and implemented. These communication methods would include, but not be limited to, the establishment of a student/staff food committee. This committee would be comprised of representatives from various student leadership groups, student housing, and each of the employee groups of Southwestern Oregon Community College along with the Executive Director of OCCI and the Food Service Manager/Chef Supervisor. This group would meet on a monthly basis to guarantee the continuous review of food quality and service. A quarterly food service survey will be developed and distributed electronically to all campus staff and students for the purpose of soliciting feedback on food quality, variety and service. Promotional programs will be designed and implemented to encourage staff and students to take advantage of the food services that will be provided on-campus.

3. To garner the economic benefit of providing food service and catering operations to Southwestern Oregon Community College that is currently lost due to the outsourcing of these functions.

The third major advantage to the Oregon Coast Culinary Institute being the food service provider for Southwestern Oregon Community College is that both SOCC and OCCI could expect to realize reduced costs and increased profits.

**Reduced Cost:**

A reduction in costs would be realized through economies of scale with regard to purchasing and production. By increasing purchasing volume and the use of competitive bidding by suppliers, the cost of food and supplies for both OCCI and the on-campus/catering food service operations would be significantly reduced. (see appendix D) Another result of this proposal would be a reduction of cost due to the sharing of excess product and production between OCCI and the SOCC food service operations thus reducing losses due to spoilage and underutilization of product and personnel.

**Increased Profit:**

An increase in profits would be realized through the savings outlined above and through the retention/reduction of the current costs of outsourcing on-campus and catering food services. These potential cost reductions and profits are outlined in the attached cost comparison sheet. This comparison includes personnel, food and supplies, equipment etc. (see appendix E)

- Appendix A-Externship course description and outline
- Appendix B-Food Service Manager/Chef Supervisor job description
- Appendix C-Food Service/Catering sample menus and pricing
- Appendix D-Food/Supplies cost comparison sheet
- Appendix E-Food Service/Catering operations spread sheet

### SOCC Food Services

- With the financial situation, SOCC finds itself in and the potential savings increased by providing self operated campus food services. This should be explored and evaluated.
- SOCC Food Services would employ two MASCC managers- one Chef and one Sous Chef. The next would be classified staff utilizing as many part time students as possible. OCCI externs could also be employed.
- Potential savings on SOCC catered events could be substantial. SOCC Food Services would provide any college event at cost I.E. labor and food only (it would not make sense to mark up something you charge yourself for). \$94,542.96 = total SOCC catered events for 07-08 fiscal year
- Any non college catered event, all profit would go to SOCC food services.
- SOCC food services would be able to more competitively shop for food products. Most food services compared have a strict approved vendor list where price and quality are not necessarily taken into consideration first.
- SOCC and OCCI would work closely to enhance the production lab operation that has been limited due to lack of funds at the Mill Casino. Potential production labs items include at this time butchery of all meat products and vegetable cuts, stocks, herbs and pastry production.
- This is a win-win for both entities, culinary students need repetition in their basics. SOCC Food Services would pay for the whole product and OCCI would fabricate it. SOCC Food Services can buy food in whole form and OCCI gets the production it desperately needs.

### Revenue Assumptions

Southwestern paid premier \$695,651.53 Last Fiscal Year

For Student Housing \$601,108.57

For Catering for the college \$ 94,542.96

Premier Revenue: \$695,651.53

Catering to third party \$100,000.00 estimate

Cash sales in café \$100,000.00 estimate

Potential premier revenue \$895,651.53

-\$5000.00 + 8% of TPC- -\$14,000.00

\$881,651.53

\$881,651.53

-\$334,048.11 - Labor

\$547,603.42

\$300,000.00 – Food & Supplies estimated

\$247,603.42- Potential Savings annually

SOCC Food Service Labor Profile

Chef Manager/Extern co	Sal-2080 Hr.	\$50,000.00
Sous/Catering Mgr/Relief	Sal-2080 Hr.	\$38,000.00
A.M. COOK #1	2920Hr. x \$9.00=	\$26,280.00
A.M. Cashier	2920Hr. x \$9.00=	\$26,280.00
Mid Cook	2920Hr. x \$10.00=	\$29,200.00
Baker	2080Hr. x \$11.00=	\$22,880.00
P.M. Cook #1	2920Hr. x \$10.00=	\$29,200.00
P.M. Cook #2	2920Hr. x \$9.00=	\$26,280.00
A.M. Dish Washer	2920Hr. x \$8.25=	\$24,090.00
P.M. Dish Washer/Prep	2920Hr. x \$8.25=	\$24,090.00
Float/Catering	2920Hr. x \$10.00=	\$29,200.00
P.M. Cashier	2190Hr. x \$9.00=	\$19,710.00
Back/Catering	2920Hr. x \$10.00=	\$29,200.00
34710 Hr. / 365= 16.64 FTE		\$374,410.00 x .40=
		149,764.00

Total Labor= \$524,174.00

\$524,174.00 / 365= 1436.09 a day x 41 days closed =  
\$58,879.69

\$524,174.00  
- \$58,879.69  
\$465,294.31

Savings on Labor:

-Baker- \$22,880.00- Production prepared by OCCI Baking and Pastry Student

-35% of Total Labor staffed by PT students and externs= NO PTBE- \$49,214.20 Savings

\$465,294.31  
-\$32,032.00  
-\$49,214.20  
\$384,048.11  
\$50,000.00 Production lab savings  
-\$334,048.11



# SOCC Dining Services

## Labor Profile

### Labor/Payroll Report

MASCC \$1884.40

Class Staff \$2440.88

Extern \$2352.00

+ \_\_\_\_\_

\$6677.28 per week

MASCC+Class  $\$4325.28 \times 39.5\% \text{ PTBE} = \$1708.49 = \$6033.77$

Externship  $\$2352.00 \times 20\% \text{ PT} = \$470.40 = \$2822.40$

+ \_\_\_\_\_

\$8856.17 per week

Labor per week  $\$8856.17 \times 52 \text{ weeks} = \$460520.84 / 365 = \$1261.70 \text{ a day} \times 41 \text{ days closed} =$   
\$51729.70

\$ 460520.84

\$51729.70

- \_\_\_\_\_

\$408791.14 Total Labor

**57-8531 Dining Services Budget 2009-2010**

Not in 2009-2010 Adopted Budget -- will be amended

**DRAFT October 5, 2009**

<b>GL ACCOUNT</b>	<b>Object Description</b>	<b>Amount</b>	
57-8531-?????	Student Meal Plan	(700,000)	transfer from housing 57-8521
57-8531-45004	Sales - Food	(6,200)	Pepsi Commission
57-8531-45026	Sales - Food Ser. Co	(6,000)	cash sales
57-8531-45012	Fund Raisers		
57-8531-45215	DONATIONS/CONTRIBUTI		
57-8531-45217	EXPENSE REIMBURSEMEN	0	
57-8531-45250	Catering Revenue	(30,000)	
57-8531-45290	Misc	0	
<b>Total Revenue:</b>		<b>(742,200)</b>	
57-8531-51111	MGMT SAL FT	107,000	Chris, Shannon
57-8531-51411	CLASS SAL FT	104,000	2 dishwashers @ \$25k/two cashiers @\$27k
57-8531-51412	CLASS SAL OT	4,000	
57-8531-51415	20 HR PT Class Salary	20,000	1/2 TIMES 2 dishwashers @ \$25k/two cashiers @\$27k
57-8531-51416	10 HR PT Class Salary	10,000	
57-8531-51417	CLASS SAL PT/TEMP	4,368	@\$8.40 per hour
57-8531-51525	OTHER SALARIES	39,917	Externs - \$8.40/hour
57-8531-52190	PR COSTS/FRINGE	114,267	=(sum of salaries) times 39.5%
<b>Total Salary &amp; Benefits</b>		<b>403,552</b>	
57-8531-53110	FURNITURE (UNDER \$5,	5,000	
57-8531-53111	GEN SUPPLIES	12,000	
57-8531-53112	POSTAGE	0	
57-8531-53113	SOFTWARE (UNDER \$5,0	500	
57-8531-53121	MICRO COMP SUP	3,000	
57-8531-53125	Credit Card Fees	300	
57-8531-53135	Food	263,578	
57-8531-53153	NATURAL GAS/PROPANE	0	
57-8531-53172	COMPUTER EQUIP < \$5,	1,500	
57-8531-53174	OTHER EQUIP < \$5,000	5,000	
57-8531-53211	OPER TRAVEL	5,000	
57-8531-53216	PROF DEV TRAVEL	1,000	
57-8531-53235	Other Travel	0	
57-8531-53311	CELL PHONES & PAGERS	1,920	Chris & Shannon @ \$80/month
57-8531-53321	OTHER PURCH SERV	5,100	
57-8531-53336	WATER, SEWAGE	8,500	
57-8531-53337	SANITATION SERV	7,500	
57-8531-53409	PRINTING IMC	250	
57-8531-53415	MOTOR POOL	1,000	
57-8531-53420	RENTAL VEHICLE	2,000	
57-8531-53517	CONTRACTED SERV	3,000	
57-8531-53634	TEMP EMPLOYMENT SERV	0	
57-8531-53711	FIRE INSURANCE	3,500	
57-8531-53712	LIABILITY INSURANCE	1,500	
57-8531-53731	AUTO/LIABILITY	1,000	
57-8531-53813	LEASED PHOTOCOPIER	1,000	
57-8531-55903	ADMINISTRATIVE EXPEN	0	
57-8531-56110	REPAIR - EQUIPMENT	2,500	
57-8531-56210	REPAIR - BUILDING (M	3,000	
57-8531-59029	TRANSFER TO INS. RES	0	
	Transfer to General Fund	0	
<b>Total Expenses:</b>		<b>338,648</b>	
<b>Total Revenue &amp; Expenses</b>		<b>0</b>	

**OCCI Proposed Food Services**  
**Southwestern Oregon Community College P & L Statement**  
**Sep 09 - Aug 10**

	Premier Sept 2007-Aug 2008	% of Income	Southwestern/OCCI Sep 2009 - Aug 2010 (PY)	% of Income
Income				
40100 Sales Income		0.00%		0.00%
40102 Concessions - Alcohol	\$ 7,207.60	0.88%	\$ 9,000.00	0.98%
40109 Catering - Food	\$ 187,465.16	22.97%	\$ 175,000.00	18.98%
40110 Catering - Alcohol	\$ 2,417.50	0.30%	\$ 2,000.00	0.22%
40111 Cafeteria	\$ 43,378.69	5.32%	\$ 60,000.00	6.51%
40113 Board / Student Meals	\$ 575,669.90	70.54%	\$ 676,170.00	73.32%
Total 40100 Sales Income	\$ 816,138.85	100.00%	\$ 922,170.00	100.00%
Sales		0.00%		0.00%
Total Income	\$ 816,138.85	100.00%	\$ 922,170.00	100.00%
Cost of Goods Sold				
51000 Cost of Items Sold		0.00%		0.00%
51100 Alcoholic Beverages	\$ 2,216.67	0.27%	\$ 2,546.00	0.28%
51200 Meat, Fish, Fowl	\$ 55,656.31	6.82%	\$ 63,804.00	6.92%
51300 Dairy, Cheese, Eggs	\$ 47,193.52	5.78%	\$ 54,102.00	5.87%
51400 Beverages	\$ 49,916.45	6.12%	\$ 57,223.00	6.21%
51450 Vegetables	\$ 36,773.81	4.51%	\$ 42,156.00	4.57%
51500 Bakery	\$ 29,258.13	3.58%	\$ 33,541.00	3.64%
51550 Groceries	\$ 55,179.85	6.76%	\$ 63,257.00	6.86%
Total 51000 Cost of Items Sold	\$ 276,194.74	33.84%	\$ 316,629.00	34.34%
52000 Labor		0.00%		0.00%
52100 Payroll	\$ 286,837.62	35.15%	\$ 290,621.86	31.51%
52200 Payroll Taxes & Benefits	\$ 48,523.14	5.95%	\$ 43,426.25	4.71%
Total 52000 Labor	\$ 335,360.76	41.09%	\$ 334,048.11	36.22%
53000 Controllables		0.00%		0.00%
53100 Laundry	\$ 10,034.21	1.23%	\$ 8,000.00	0.87%
53200 Paper Supplies	\$ 22,774.72	2.79%	\$ 25,000.00	2.71%
53300 Cleaning Supplies	\$ 9,631.65	1.18%	\$ 10,000.00	1.08%
53400 Replacements	\$ 7,922.34	0.97%	\$ 10,000.00	1.08%
53500 Office Supplies	\$ 2,639.44	0.32%	\$ 2,800.00	0.30%
53510 Office Expense	\$ 74.51	0.01%	\$ 100.00	0.01%
53520 Telephone Expenses	\$ 19.11	0.00%	\$ -	0.00%
53700 Vehicle	\$ 100.00	0.01%	\$ -	0.00%
53701 Travel	\$ 1,240.54	0.15%	\$ 1,500.00	0.16%
53900 Uniform Expenses	\$ 1,199.00	0.15%	\$ 4,000.00	0.43%
Total 53000 Expenses	\$ 55,635.52	6.82%	\$ 61,400.00	6.66%
54000 Non-Controllables		0.00%		0.00%
54100 Accounting Fees	\$ 4,800.00	0.59%	\$ 3,000.00	0.33%
54300 Equipment Expense	\$ 23,162.56	2.84%	\$ 50,000.00	5.42%
54400 Equipment Rental	\$ 44.00	0.01%	\$ 1,000.00	0.11%
54600 Insurance	\$ 15,844.68	1.94%	\$ 10,000.00	1.08%
54700 Administrative Expense	\$ 19,237.51	2.36%	\$ 15,000.00	1.63%
Total 54000 Non-Controllables	\$ 63,088.75	7.73%	\$ 79,000.00	8.57%
Total Cost of Goods Sold	\$ 730,279.77	89.48%	\$ 791,077.11	85.78%
Gross Profit	\$ 85,859.08	10.52%	\$ 131,092.89	14.22%
Expenses		0.00%		0.00%
63120 Licenses / Dues	\$ 924.00	0.11%	\$ 1,000.00	0.11%
64000 Advertising / Promotion	\$ 168.97	0.02%	\$ 1,000.00	0.11%
65200 Travel	\$ 824.24	0.10%	\$ 1,000.00	0.11%
66100 Postage & Freight	\$ 15.83	0.00%	\$ -	0.00%
68110 Cash Over / Short		0.00%		0.00%
Total Expenses	\$ 1,933.04	0.24%	\$ 3,000.00	0.33%
Net Income	\$ 83,926.04	10.28%	\$ 128,092.89	13.89%

## ***Southwestern Dining Services (previously called Food Services)***

### ***Why? / Why Now?***

In building the 2009-2010 budget, administration reviewed and analyzed all contracts. One result of this analysis has been the decision to bring the food service operation back under College management. The College first outsourced food service in 1997 after building the first phase of student housing which housed approximately 100 students, providing 19 meals per week. In 1997, the analysis made budgetary sense to outsource food service, but now in 2009, it makes budgetary sense to manage the food service program internally. The College is expecting another successful year in housing with 350-400 students with food service providing 19 meals per week. The operation will generate additional revenue for the College. On-campus catering will continue to be a function of Southwestern Dining Services, but the main function is to provide a healthy dining experience for housing students.

### ***How Much?***

Southwestern Dining Services is expected to generate about \$50,000 or more after the first year of operation as several first-year expenditures are expected. The operation is designed to be self-supporting, that is, paying for all operational costs – staff and expenditures. The additional revenue will be used to restore the cash reserves and/or other necessary budgetary considerations.

### ***Management / Employees / OCCI Externships***

Two management positions will lead dining services for housing students (and others) and the secondary function of catering – Executive Chef and Director of Catering (Sous Chef). Four to five classified employees will also be employed. Additionally, several Oregon Coast Culinary Institute (OCCI) second-year students will be able to fulfill their required externships at the dining services and will be instrumental in the production of all the meals and catering functions.

The hiring of the two management positions is underway. When complete, the classified positions will be hired. OCCI faculty and staff will be recommending students for the extern positions.

### ***OCCI Programs: Culinary Arts and Baking & Pastry Arts Educational Programs***

Another benefit will be the educational experiences available for the first-year Oregon Coast Culinary Institute (OCCI) students. When it is educationally advantageous, first-year OCCI students will experience 'production' preparing them for the real-world cooking for large numbers. For example, Baking & Pastry students will experience producing hundreds of pastry items or breads. The Culinary Arts majors will fabricate (cut up) multiple chickens or fish to hone and perfect their knife skills. Being able to include large-scale production experience in the OCCI programs is an additional positive consequence of internal management of food service.

The externships for the second-year students will meet the requirements of American Culinary Federation (ACF) giving each student a wide variety of culinary experiences. One of the duties of the new management positions will be to oversee these externships and insure that ACF requirements are met and that the externships are a learning experience.

### ***Reporting Structure and Organization***

Southwestern Dining Services will report to Chef Shawn Hanlin, Executive Director of OCCI. The Executive Chef of Dining Services will have the responsibility of managing all aspects of dining services

on campus. The position of Director of Catering will report to the Executive Chef of Dining Services, have Dining Services Sous Chef responsibilities, and manage on-campus catering operations.

Many dedicated staff have volunteered and agreed to additional responsibilities (without any compensation) to implement this change for the good of the College and help Southwestern's budgetary problems. In particular, the College thanks the OCCI faculty chefs and executive director for accepting this additional workload. The chefs at OCCI have over 100 years combined experience in the food service industry.

### ***The Importance of Great Food for Student Housing***

This service is an important component of successful student housing. Complaining about the food is a common criticism, says Student Housing Director, Jeff Whitey, because it never tastes as good as Mom's. Beyond offering a wide variety of healthy choices, we plan to have recipe contests, introduce students to international cuisine, and become part of the College-wide educational mission. All student housing residents pay for their meals as part of the room and board package price.

### ***Do you plan on expanding the catering department?***

Not at all, Premiere did an excellent job catering for the college and private events alike. We will continue to cater at the same rate of business. We certainly don't want to compete with local businesses that have supported us for so long.

### ***The Transition***

The College thanks Premier and their staff for the five years of executing a successful contract. We expect a smooth transition on or about September 1<sup>st</sup> and are finalizing the details.

Southwestern Dining Services will be operational in September with full service for fall quarter starting in late September. Dining Services is open to all students and staff as well as the general public.

# Format for our Cafeteria Menus

## **Breakfast:**

Sausage and bacon, hash browns, scrambled eggs, French toast, biscuits and gravy

Omelets, frittata, breakfast burritos, breakfast mcmuffies, oatmeal, grits, cereal boxes, fresh fruit.

## **Lunch-Dinner:**

Soups= 1 Cream or thick based and 1 Broth Based Soup Selection Daily

Entrée = Casserole Type (ala carte) serving size, 5 oz. with two sides 2 oz each

Some examples would be: Lasagna, stuffed peppers, salmon loaf, chicken pesto pasta.

Entrée= Whole Protein type (ala carte) serving size 4 oz. with two sides 2 oz. each

Some examples would be Southern Buttermilk fried chicken, grilled snapper with mango salsa, Mom's super meatloaf with real gravy, pork chops with apple chutney.

Roast beef, turkey, ham, 6 kinds of cheese, toppings to match, hamburgers, pizza.

Menu Du Jour=most types of sandwich, salads or casserole with at least one side

Portion size would range from 3 oz to 6 oz. depending upon recipe or type of meal.

Vegetables = two types-contrast in color, texture, method of preparation and flavor for variety and health. 2-3 oz. portions.

Starch=two types -contrast in color, texture, method of preparation and flavor for variety and health. 2-3 oz. portions.

Cold Salads=4 types to include Fruit, Vegetable, Starch, Bound, Gelatin based.

Bread=Soft rolls, biscuits, cornbread, or sliced artisan breads-NOTE: Some type of dinner roll is normally offered.

Desserts=1 cold (Pudding, cheesecake, etc.) 1 Cake type, 1 pie type, 1-2 cookies or bar type.

Sometimes a hot dessert will be offered ( Fruit crisp, bread pudding, etc.)

Portion size= standard 8 cut cake or pie wedge. 2x2 dessert bars.

# ***SYLLABUS AND LOGBOOK***

FOR

CRT ROUGH DRAFT PRODUCTION EXTERNSHIP

OREGON COAST CULINARY INSTITUTE

CULINARY/BAKING EXTERSHIP PACKET

ROUGH DRAFT 2009

Instructor's Name . . . . .  
Office Location . . . . .OCCI Cafeteria/  
Office Hours . . . . . Posted  
Telephone Number . . . . . 541-888-1543  
Email . . . . . [shanlin@socc.edu](mailto:shanlin@socc.edu) [tpowers@socc.edu](mailto:tpowers@socc.edu)

## **SECTION I: THE COURSE:**

*All Production classes give practical experience in the preparation of food items, merchandising them, in the operation of the kitchen from the perspective of storeroom personnel, or student manager. This experience is gained in one of the workstations (pantry, grill, bakery, server, hot food, or student manager). Classroom work is tied into this experience (i.e., - sanitation, supervision, nutrition, purchasing) in a practical way. Large scale and small quantity preparation is produced in a time restricted, quality minded setting. Food is produced and served in the dining area, or for a special event. The student manager will also work with other students as supervisor, a menu planner, a purchaser, a merchandiser, or performing other assigned tasks. Students will develop and increase their "kitchen sense".*





Competencies are knowledge, skills and attitudes (dispositions) that students will acquire through SOCC degree program curriculum.


These essential elements are expected to be demonstrated by SOCC degree graduates.






**The five essential competencies for all SOCC degree graduates, with an accompanying definition, are listed below.**

### **PRE-REQUISITES:**

### **TAKING FOOD HANDLERS CLASS CONCURRENTLY**

<i>College Competencies</i>		I.
	Communication	These are transferable skills essential to an individual's success, regardless of long-term goals. Graduates will be able to demonstrate competency in the following areas:
	Computation	II. Students will demonstrate effective knowledge, skills, and attitudes in reading, writing, speaking, and listening; including the presentation of self and information.
	IV. Creative, Critical & Analytical Thinking	III. Students will demonstrate effective use of computers & technology, logical analysis (synthesis & evaluation), an understanding of mathematical concepts & reasoning, and an ability to analyze and use numerical data.
	VI. Community/Global VII. Consciousness &	V. Students will be able to demonstrate effective knowledge, skills and attitudes using curiosity, learning strategies, information gathering, analysis, synthesis, evaluation, creativity, research, and problem solving.
		VIII. Students will demonstrate an understanding of citizenship, respect for

	<b>Responsibility</b>	<b>cultural &amp; ethnic diversity, interpersonal skills, ethics, lifelong learning, community service, self-esteem, integrity and empathy.</b>
	<b>IX. Discipline Content</b>	<b>X. Students completing a degree will demonstrate effective skills and attitudes that are specific to a discipline or career.</b>

<b>CRT 2017 Student Learning Objectives</b>						
<b>Knowledge:</b> (Upon completion of the course the learner will...)						
1.	Understand the skills required to operate a successful restaurant: effective communication, time management, problem-solving, critical thinking.	✓	✓	✓	✓	✓
2.	Be able to communicate effectively with people.	✓	✓	✓	✓	✓
3.	*Become familiar with ways to handle conflict and deal with people, both personnel and customers, in the operation of restaurant.	✓	✓	✓	✓	✓
4.	Become familiar with the supervisory aspects of restaurant operation - staffing, cost control mechanisms, rules and regulations, waste control, and supervision of storage in a sanitary manner.	✓	✓	✓	✓	✓
5.	*Recognize the importance of self-confidence in restaurant operations.	✓	✓	✓	✓	✓
6.	Comprehend the mechanics of purchasing and cost control, food service production, culinary techniques, security measures, and inventory management to include food supplies, equipment, small wares.	✓	✓	✓	✓	✓
7.	Understand elements of diligent cost control and service management in profitable restaurant operations - correct completion of guest checks, numbering of checks and correct transmission to the kitchen, state mandated separation of food and alcohol charges on guest checks, correct tallying, accurate bookkeeping, offering correct change	✓	✓	✓	✓	✓
<b>Skills:</b> (Upon completion of the course the learner will be able to...)						
8.	Critically evaluate the management and supervisory operations of various restaurant and food service operations specific to their unique market environment and circumstances.	✓	✓	✓	✓	✓
9.	Apply basic management principles to the daily operation and administration of a food service business.	✓	✓	✓	✓	✓
10.	*Utilize effective communication skills in working with customers and co-workers.	✓	✓	✓	✓	✓
11.	*Demonstrate the importance of having good work habits.	✓	✓	✓	✓	✓
12.	Use diligent and profitable cost controls.	✓	✓	✓	✓	✓

13.	Develop a workplace-specific orientation employee policy handbook covering uniforms, smoking, meals on the job, job descriptions, benefits, staffing, and state regulations.	✓	✓	✓	✓	✓
14.	Create and maintain a professional notebook (lectures).	✓	✓	✓	✓	✓
<b>Attitudes and Values:</b> (Upon completion of the course the learner will have...)						
15.	Confidence in their ability to be a team leader and manager.	✓	✓	✓	✓	✓
16.	An appreciation for the value of professionalism in a restaurant environment.	✓	✓	✓	✓	✓
17.	The ability to value the importance of having good relationships with coworkers and supervisors.	✓	✓	✓	✓	✓
18.	Sensitivity to cultural differences in today's work environment.	✓	✓	✓	✓	✓
19.	An appreciation for the benefit of using diligent cost controls for the profitable survival of a small restaurant business.	✓	✓	✓	✓	✓

**Grading:** (i.e. class participation, homework assignments, quizzes, exams, papers and projects)

Homework Assignments: Homework assignments will be kept to a minimum, and will be expected to be turned in on time. See late work below.

Attendance/participation: as per the student handbook. Know, however, the quality of your participation is taken into grading consideration.

Late work: for each day a paper or project is late, without instructor permission, the appropriate grade will be dropped one grade.

Make-up exam: Make up Exams will be given in the Testing Center at Randolph Hall as arranged by your instructor.

Incomplete contract instructions: If you earn an incomplete (I) for a CRT course, your instructor will contract with you the necessary requirements to successfully complete the course. If you fail to fulfill these requirements, your grade will revert to a failing grade for that course.

Return of student work: Your instructor will return work in a timely fashion.

Grading Criterion:

Participation	40%
Exams	50%
Notebook	10%

Text: NRA with test (do not attach the test)

Library Reserve Materials: See attached Library Research Guide For Culinary Arts

Required Reading Assignments: Will be assigned as needed and will be expected to be completed by instructor's request.

**SUPPLIES:** 3" binder with index tabs (which will be your "Laboratory Workbook"), pen or pencil, and high lighter, pocket calculator.

**UNIFORM:** Cleaned and pressed OCCI White Chef's Jacket –Baker's Hat – Black Work Shoes  
– Uniform pants - Cravat

**TOOLS:** None needed for this class

**Term Calendar:**

*(The instructor reserves the right to alter dates of presentations and exams/projects.)*

Topics to be covered: Baking and Pastry production

Reading Assignments: see handouts

Due dates for major requirements: see handouts

Exam dates: to be announced

**COURSE OBJECTIVES**

Upon completion of any preparation/production class the student will have demonstrated the ability to apply principles, and determine the best method of preparing food for resale and the best method of merchandising food.

The student will also demonstrate they can do the above in an organized, sanitary, professional, and knowledgeable manner. The student will be able to quantify recipes, select the proper equipment, and follow recipes.

**REQUIRED/SUPPLEMENTAL MATERIALS:**

Uniform – Chef's hat, chef coat and check pants.

Tools – Chef's knife, paring knife, thermometer, pencil, and paper.

**STUDENT RESPONSIBILITIES:**

**PERSONAL ACCOUNTABILITY: I DO NOT GRADE YOU-YOU EARN YOUR GRADE!**

Personal accountability for your grades: that means, doing the required assignments completely, turning your work assignments in on time, being on time for classes. Attending each class, or if absent, making a personal effort to get the notes from other class attendees. Studying the assignments, applying yourself in labs, doing the lab assignments, cleaning up your stations, and helping others when needed, without asking. This also means doing the assigned reading. Just by reading the text, you have a better chance of passing this course or any course taken.

**STUDENT WITHDRAWAL:**

If you cannot attend and complete this course, you should officially withdraw by calling the Culinary Director. Failure to officially withdraw will result in either an instructor withdrawal (IW) or failing (F) grade.

**ACADEMIC HONESTY STATEMENT:**

The College imposes specific disciplinary actions in response to incidents of academic misconduct (cheating, plagiarism, etc). These actions may include admonition, failing grade, failure of course, disciplinary probation, suspension or dismissal. A copy of the current disciplinary procedure is available in each campus Student Services Center.

**TECHNOLOGY RESOURCES:**

As you pursue your educational objectives, you may be required to use computer information technology resources at Metropolitan Community College. Use of these resources is a privilege and carries with it a responsibility to respect the rights and privacy of others, the integrity of facilities, and to follow Student Conduct Guidelines and College Policies.

**INFORMATION SOURCES:**

For general College information such as parking, children on campus, identification cards, etc., students may refer to the College Catalog and the student handbook, which are available at any of the Student Service Centers at any campus.

**SECTION II PART A: METHODS OF ASSESSING STUDENT PROGRESS:**  
**GRADING SCALE** (for all labs only):

**EXTERNSHIP**

A = 925 - 1000

B = 850 - 924

C = 775 - 849

D = 700 - 774

F = 0 - 699

**LAB GRADING**

Each is graded on 10 random labs.

1. <b>Applies principles of preparation</b> – follows recipes and directions, properly uses ingredients. Meets common accepted standards for the end product.	<b>DAILY TOTAL POSSIBLE</b> 0 - 10
2. <b>Works with speed</b> – organization, decision-making, the use of proper methods, at class on time, and doesn't waste time. Quantifies recipes. Develops "kitchen sense". Foods ready on time.	0 - 8
3. <b>Utilizes</b> – proper equipment.	0 - 2
4. <b>Professionalism</b> – in dress actions. Team player. Good hygiene. Occupied constructively.	0 - 6
5. <b>Sanitation</b> – principles followed. Area clean; hold and store food according to principles.	0 - 4

**The more major the flaw, the more points will be deducted.** If you want to know points for the day – **ASK** – don't wait to the last day!!!

A grade of 5 to -5 for the day will be given for lab attendance. Missing lab will result in a -5 if you do not call **BEFORE** the start of class. Being late will also result in the deduction of **up to 4 points**. 200 points will be awarded for proper and timely completion of the logbook. **A failing (F) grade will be given for students that fail to complete the logbook.**

**LAB MAKE-UP POLICY:**

There are limited possibilities for extra credit or make-up on other projects. These opportunities are not guaranteed.

## Juice Price Compare By Gallon

	Sysco	M/U	M/\$	DS	M/U	M/\$	M/Savings	10 Months
Orange	\$9.33	135	\$1,259.55	\$4.50	135	\$607.50	\$652.05	\$6,520.50
Apple	\$6.55	54	\$353.70	\$3.60	54	\$194.40	\$159.30	\$1,593.00
Cranberry/Grape	\$7.13	75	\$534.75	\$3.10	75	\$232.50	\$302.25	\$3,022.50
			\$2,148.00			\$1,034.40	\$1,113.60	\$11,136.00

Juice Dispenser Cost w/ship **\$1,200.00**

Total Savings First Year	\$9,936.00
Total Savings each Year After	\$11,136.00
After First 3 Years	\$32,208.00


[SEARCH](#)

### Spring Featured Brands

### Equipment Parts

### Restaurant Supplies

### Restaurant Equipment

[Beverage Dispensers](#)  
[Blenders and Drink Mixers](#)  
[Coffee and Tea Equipment](#)  
[Cooking Equipment](#)  
[Dishwashing Equipment](#)  
[Disposers](#)  
[Food Prep Equipment](#)  
[Food Processors](#)  
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### Plumbing Supplies

### Janitorial and Restroom

### Health and Food Safety

### Disposables

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## 3 Bowl Refrigerated Beverage Dispenser w/ Stainless Steel Bowl

Tundra No

### Product Q&A:

List Price:

Price:

**Sale Price:**

Lease for as low as \$

**Manufacturer:**

**Model:**

**Shipping Information:**



[Click To Enlarge](#)

### Product Details

### Learn More

### Product Reviews

### Features

- Refrigerated beverage dispenser
- (3) 5 gallon polycarbonate bowl
- 2 piece stainless steel dripless pouring valve
- Agitators are included
- 27 1/4"H x 25 5/8"W x 15 7/8"D
- 8 1/4" cup height
- 1 year parts & labor warranty
- 5 year compressor warranty


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## Disability Services

### What is Disability Services for Students?

Disability Services for Students (DSS), located in the Educational Support Programs and Services department in Stensland Hall, provides services, advocacy, and support to students with documented disabilities.

DSS also provides assistance to the general campus community in responding appropriately to students with disabilities by providing reasonable accommodations based on disability documentation.

### What services are available to students with disabilities?

- **Note taking:** DSS provides assistance to students who, because of their disability, are unable to take notes.
- **Alternate print format:** Students who have a disability that prevents them from reading standard print can access books on alternative format through the DSS Office and other organizations.
- **Sign Language interpreter:** DSS provides interpreting services for students who are deaf or hard of hearing.
- **Equipment lending:** DSS will lend equipment to students who are unable to afford assistive technology. The student will be responsible financially if the equipment is damaged or not returned.
- **Alternative testing setting and extended test time:** Students who require a separate and quiet testing area will be allowed to take their exams outside of the classroom. Extra time for exams will be provided when appropriate.
- **Other exam modifications:** When appropriate, students will be allowed to use a scribe, reader or adaptive equipment to assist them in the testing setting.
- Other reasonable academic accommodations will be provided on a case-by-case basis dependent on recommendations by the faculty and the DSS Office.

### What do I do if I think I need services?

If you think you are eligible for services, call DSS (541.888.7405) and make an appointment with the [DSS Coordinator](#). At that meeting you will be able to discuss the documentation process, services available, and your educational goals. You and the coordinator will determine which services are appropriate for you.

### What documentation do I need to receive services?

[Eligibility Requirements for Academic Accommodations General Information](#) (244 KB)

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## Southwestern Oregon Community College

### K-12 Indistrict Enrollment 1990 and 2008 Comparison

	Bandon	Brookings	Coquille	Gold Beach	Coos Bay	Myrtle Point	North Bend	Pacific	Powers	Reedsport	Total
1990	828	2065	1297	822	4079	1204	3013	456	139	1199	15102
2008	773	1626	861	576	3400	717	1927	289	112	671	10952
Difference	-55	-439	-436	-246	-679	-487	-1086	-167	-27	-528	-4150
Percentage of difference	6.64%	21.26%	33.62%	29.93%	16.65%	40.45%	36.04%	36.36%	19.42%	44.04%	27.48%

### K-12 Indistrict Enrollment 1990 and 2009 Comparison

	Bandon	Brookings	Coquille	Gold Beach	Coos Bay	Myrtle Point	North Bend	Pacific	Powers	Reedsport	Total
1990	828	2065	1297	822	4079	1204	3013	456	139	1199	15102
2009	750	1587	875	595	3462	695	1993	296	102	653	11008
Difference	-78	-478	-422	-227	-617	-509	-1020	-160	-37	-546	-4094
Percentage of difference	9.42%	23.14%	32.53%	27.61%	15.12%	42.27%	33.85%	35.10%	26.62%	45.38%	27.11%

### K-12 Indistrict Enrollment 1990 and 2010 Comparison

	Bandon	Brookings	Coquille	Gold Beach	Coos Bay	Myrtle Point	North Bend	Pacific	Powers	Reedsport	Total
1990	828	2065	1297	822	4079	1204	3013	456	139	1199	15102
2010	746	1658	855	557	3401	674	1993	278	116	651	10929
Difference	-82	-407	-442	-265	-678	-530	-1020	-178	-23	-548	-4173
Percentage of difference	9.90%	19.71%	34.10%	32.24%	16.62%	44.12%	33.85%	39.04%	16.54%	45.70%	27.63%

### K-12 Indistrict Enrollment 1990 and 2011 Comparison

	Bandon	Brookings	Coquille	Gold Beach	Coos Bay	Myrtle Point	North Bend	Pacific	Powers	Reedsport	Total
1990	828	2065	1297	822	4079	1204	3013	456	139	1199	15102
2011	750	1620	863	517	3184	644	2072	247	127	648	10672
Difference	-78	-445	-434	-305	-895	-560	-941	-209	-12	-551	-4430
Percentage of difference	9.42%	21.55%	33.46%	37.10%	21.94%	46.51%	31.23%	45.83%	8.63%	45.95%	29.33%

Southwestern Oregon Community College

Administrative Positions

Name		Position	Degree and Credential	Discipline
Last	First			
Amaral	Christopher	Putting Education to Work Project Director	M.A., B.A., A.A	Physical Education, Biology, Liberal Arts
Anderson	Phill	Interim V.P. of Instruction	M.S., BA , A.A	English
Ball	Dean	Tecnhology Support Supervisor	A.A.S	Network Dsgin and Administration
Barber	Kathleen	Even Start Coordinator/Family Liaison	A.A.S.	Early Childhood Education
Benoit	Michelle	SSS Retention Specialist	B.A. , M.S.	French, Education
Birskovich	Daniel	Family Center Coordinator/Ece Practicum Instructor	B.S., B.S.	Sociology, Elementary Education
Blake	Kathy	Talent Search Interim Assistant Director	B.S., A.A.S.	Liberal Studies, Human Services
Boak	Marjorie	Education Talent Search Specialist	B.S.S.	Corrections
Brown	Sharilyn	Education Talent Search/Upward Bound Director	M.S., B.S., A.A	Social and Behaviorial Science, Human Services
Bunnell	Robin	Institutional Researcher	MBA, B.A.	Business, Political Science
Chavez	Anna	Administrative Assistant to VP of Instruction	Certificate	Health Services/EMT
Chilson	James	Programmer/Training Specialist	M.S., B.S.	Computer Science, Mathematics and Comp. Science
Clements	Deanne	Book Store Manager	MBA	Management
Coles	Christine	Retired Senior Volunteer Program Director	M.S.	Political Science
Cook	Jamie	OCCI Recruiting, Advising & Retention Specialist	B.S., A.A.O.T	Public Policy and Admin., Human Services
Corriea	Megan	Recreation Center Supervisor/Softball Coach	B.S., A.A	Kinesiology, Physical Education
Croy	Kyle	Resident Hall Director	B.S., A.A.O.T	Communication, Liberal Arts and Science
Davidson	Patricia	Web System Administrator	Certificate	Web
Davila	Delia	Resident Hall Director	B.A.	Government/Spanish
Finney	John	Upward Bound Education Specialist	M.Ed., B.A., A.A.	Soc. Studies, Integrated Social Studies, Childhood Education
Fisher	Mary Jane	Coos County Library Services Extended Service Director	A.A.	Liberal Arts
FitzHenry	Leigh	Accounting Technician	A.A.S.	Business Management
Fletcher-Gordon	Lisa	Compensation/Benefits Coordinator		
Flores	Katherine	Executive Director Integrated Technology Services		
Foltz	Chris	Executive Chef of Dining Services	Associates Degree	Applied Science Pro cooking and baking
Friesen	Cari	Associate System Information Specialist	A.A., B.S., CCNA	Information Technology
Gerisch	Carl	Associate System Information Specialist/Supervisor	A.S.	Math and Science
Gill	Grant	Educational Talent Search Specialist Part Time	B.A., A.S.	English, Business Management
Hanlin	Shawn	Executive Director of Oregon Coast Culinary Institute	A.S. Certificate	Culinary Arts
Harvey	Jodi	Curry Advisor/Student Services Coordinator	MA, BA	Secondary & Post Secondary School Counseling/Personnel Administration, Psychology
Helland	Karen	Community Education and Workforce Development Director	M.A., B.A.	Human Development, Sociology/Anthropology
Helland	Nathan	In District High School Relations Coordinator	B.A.	Liberal Studies
Herbert	Michael	Athletic Director	PhD, MS. BS	Physical Education and Recreation - minor Educational Psychology, Kinesiology and Teaching & Coaching
Inman	Michael	Putting Education to Work Training Coordinator		
James	Margallee	Career Pathways/Perkins Coordinator	B.S.	Secondary Education
Jones	Jeremy	Assistant Director of Student Housing	M.E., B.A	College Student Affairs, Liberal Studies
Kridelbaugh	Linda	Vice President of Administrative Services	MS , BS	Computer Science, Mathematics

Last	Name First	Position	Degree and Credential	Discipline
Kubli	Howard	Educational Talent Search Specialist	B.S., A.A.	Secondary Education, General
La Plante	Antione	Putting Education to Work Training Coordinator	B.S., A.S.	Education, Industrial Mechanics- Welding
Lavoie	Rocky	Integrated Technology Services Assistant Director		
Liggett	Shawn	Student First Stop Coordinator/Supervisor	MBA, B.S. A.A.	Business Administration
Livingston	Gerry	Educational Talent Search Specialist	B.S.	Recreation/Community Ed
Mankamyer	Aleta	Curry Instructional Prog Coordinator	B.S.	Graphic Communication
Matson	Karen	Instructional Technology Specialist	M.S., B.S.	Information Studies, Psychology
Maxwell	Bonnie	Corrections Education Director/Transitional Education	M.S., B.S.	Education, Inst. And Cur., Education Sec. Science
Mc Cadden	Ann	Compensation/Benefits Coodinator	Certificate	Bookkeeping
McKiney	David	Plant Services Director		
McClellan	Janet	Interim Associate Dean Learning		
McMichael	Patricia	Job Placement Internship/Externship Coordinator	BA	English/European History
Miller	Barry	Educational Talent Search Specialist	M.Ed., B.S.	School and Community Counseling, Sociology
Nicholls	Debra	Executive Assistant to the President/Board Secretary	A.A.S.	Office Admin.
Nicholls	Thomas	Executive Director of Enrollment Managment	B.S., B.S	History Economics, Education
Olson	Ronald	Business Office Director	B.A.	Business Administration-Accounting
Parker	Patricia	Transitional Education Director	M.Ed., B.S., A.A	Adult Education, Psychology, Physical Therapy
Platt	James	Lead Advising Specialist	B.A.	Political Science
Potts	Laurie	Childhood Education Director	M.A., B.S.	Human Development, General Studies
Poynter	Sannon	Director of Catering/Sous Chef	BS, Certificate	Finance and Int. Marketing, Culinary Arts
Pretti	Janet	Dean of Curry County	M.F.A., B.F.A.	Sculpture, Sculpture and Graphic Design
Pringle	Karen	Executive Dir. of Resource Dev/College Foundation	B.A.	Geography
Reynolds	Paul	Director of Public Safety Programs	B.S., A.A.S., A.A.S.	Employee Training, Fire protection, Edu. and Training
Richards	Carol	Administrative Assistant to the VP of Administrative Services	B.S., A.A.	Home Economics, General
Riley	Ellen	Director Of Oregon Online NAHHA Training Initiative	M.A, B.A., A.A.,	Human Health and Services
Robison	Kari	Admissions/Recruitment Coordinator	B.S., A.A.	Agriculture Business Mgmt., Transfer
Schab	Diana	Associate Dean of Learning	M.S., B.S., B.S.	Computer Science, Computer Science, Civil Eng.
Scott	Patricia	President	EDD, M.A., B.S.	Education, College Student Personnel, Sociology
Shumaker	Karim	Gold Beach Center Coordinator	AS	Business Administration
Singh	Avena	Financial Aid Director	MBA, B.S., AAOT	Business Management - Marketing, Information Technology
Smith	Karina	Coordinator of Student Life & Events	M.S., B.A.	Communication, Anthropology
Soto	Arlene	BDC Director	M.A. M.S., B.A., A.A.	Counseling, Management, Accounting
Summerville	Rachele	Executive Director of Human Resources	MBA, B.S., A.S, AS	H.R management Emphasis, Business Management,Business Admin, Accounting
Taylor	John	Network Technician Specialist		
Thomas	Joseph	Public Safety Director		
Walker	Susan	Nursing Director	M.S. B.S.	Public Health/School Health, Nursing
Whitey	Jeffrey	Exec Director Housing/ Student Activities Director	B.B.A.	Business Administration
Winberg	Neil	Upward Bound Education Specialist	M.F.A., B.A.	Creative Writing, Secondary Education
Wirth	Julee	Recruitment Analyst Interim		



Employee Name:	Job Title:	Department:
Date of Hire (in current position):	Date of last evaluation:	Date of this evaluation:
Supervisor's Name:	Evaluation Period: From: _____ To: _____	Type of Evaluation: Annual_____ Probationary_____ Other _____
Supervisor's Signature ( <i>also sign back page</i> ):	VP/Dean's Signature:	Date Received in HR:

**Supervisors are to complete Sections A through C. Section D should be completed jointly by the supervisor and employee. Supervisor then completes SUPERVISOR portion of section E and meets with the employee to discuss the evaluation. Employee completes EMPLOYEE portion of section E and signs the form and returns it to supervisor.**

*It is the policy of the Southwestern Oregon Community College Board of Education that there will be no discrimination or harassment on the grounds of race, color, gender, marital status, sexual orientation, religion, national origin, age, political affiliation, parental status, veteran status or disability in any educational programs, activities or employment. Persons having questions about equal opportunity and nondiscrimination should contact the Vice President of Administrative Services in Tioga 512. Phone 541-888-7206 or TDD 541-888-7368. All other issues, concerns, and complaints should also be directed to the Vice President of Administrative Services for referral to the appropriate administrator.*

**Section B:**

**JOB RESPONSIBILITIES**

In this section, the supervisor identifies and lists the six (6) most important “Essential Job Functions” from the employee’s position description. Do not enter more than six. Most jobs entail more than six essential functions, so you will need to prioritize. In the “Assessment” column, mark the appropriate box. In the “Comments” column, briefly support or explain the assessment rating.

Additional pages may be submitted as needed.

	ESSENTIAL FUNCTIONS	ASSESSMENT:		COMMENTS:
		Meets Expectations	Needs Improvement	
1				
2				
3				
4				
5				
6				

**Section C:****JOB****KNOWLEDGE**

Instructions: For each area to be reviewed use the rating that best's reflects the employee's level of achievement.

Use the following ratings: 0 = Not Applicable 1 = Poor 2 = Below Average 3 = Average 4 = Above Average 5 = Excellent

SKILLS, KNOWLEDGE AND ABILITY APPLICABLE TO ASSIGNED WORK (METHODS, PROCEDURES, TECHNIQUES, SAFE USE OF EQUIPMENT, DEPARTMENT FUNCTIONS, ETC.)	RATING
1. Demonstrates an understanding of appropriate department and job knowledge in performing assigned work.	
2. Demonstrates knowledge of and safe use of the tools, equipment and/or resources related to the job.	
3. Demonstrates knowledge of the procedures, policies and regulations related to the job.	

Supporting comments and/or examples:

**Section C (continued):**

**QUALITY OF WORK**

Instructions: For each area to be reviewed use the rating that best's reflects the employee's level of achievement.  
Use the following ratings: 0 = Not Applicable 1 = Poor 2 = Below Average 3 = Average 4 = Above Average 5 = Excellent

ACCURACY, THOROUGHNESS, SAFETY	RATING
1. Performs to agreed-upon work standards and follows established policies, procedures and guidelines.	
2. Performs accurate and thorough work; regularly checks and corrects own work.	
3. Performs all aspects of work in a safe manner; completes all safety training as required by the job.	

Supporting comments and/or examples:

**Section C (continued):**

**INITIATIVE**

Instructions: For each area to be reviewed use the rating that best's reflects the employee's level of achievement.  
Use the following ratings: 0 = Not Applicable 1 = Poor 2 = Below Average 3 = Average 4 = Above Average 5 = Excellent

DETERMINING WHAT NEEDS TO BE DONE TO ACCOMPLISH JOB RESPONSIBILITIES AND COMPLETES TASKS	RATING
1. Seeks out appropriate work, resources and/or assistance on own when workload is slow, or help is needed.	
2. Completes work with minimal supervision; begins and completes work requirements without prompting.	
3. Solves problems; suggests new and revised work processes and procedures.	

Supporting comments and/or examples:

**Section C (continued):**

**PLANNING & ORGANIZATION**

Instructions: For each area to be reviewed use the rating that best's reflects the employee's level of achievement.  
Use the following ratings: 0 = Not Applicable 1 = Poor 2 = Below Average 3 = Average 4 = Above Average 5 = Excellent

MEETING DEADLINES, PRIORITIZATION SKILLS, TIME MANAGEMENT	RATING
1. Organizes and completes work effectively and efficiently.	
2. Prioritizes and uses available resources.	
3. Foresees impact of decisions or action on others.	

Supporting comments and/or examples:

**Section C (continued):****DEPENDABILITY/RELIABILITY**

Instructions: For each area to be reviewed use the rating that best's reflects the employee's level of achievement.

Use the following ratings: 0 = Not Applicable 1 = Poor 2 = Below Average 3 = Average 4 = Above Average 5 = Excellent

ATTENDANCE, CONSCIENTIOUSNESS, FOLLOW-THROUGH AND MEETING COMMITMENTS	RATING
1. Maintains regular attendance; requests and receives appropriate authorization for absences.	
2. Reports to work on time and as scheduled; takes appropriate rest and meal breaks; does not leave work without authorization.	
3. Follows through on appointments and commitments and provides early notification to appropriate personnel of unanticipated delays or changes in deadlines.	

Supporting comments and/or examples:

**Section C (continued):****INTERPERSONAL RELATIONSHIPS**

Instructions: For each area to be reviewed use the rating that best's reflects the employee's level of achievement.

Use the following ratings: 0 = Not Applicable 1 = Poor 2 = Below Average 3 = Average 4 = Above Average 5 = Excellent

COOPERATION, TEAMWORK, TACT, COURTESY, RESPECT FOR DIVERSITY AND THE VIEWPOINTS OF OTHERS	RATING
1. Works well with others; is courteous and shows respect for coworkers, customers and other contacts as required. Demonstrates willingness to assist and enlist the help of others as needed to work toward common goals.	
2. Demonstrates ability to resolve conflict constructively and is receptive to constructive criticism.	

Supporting comments and/or examples:

**Section D:****ANNUAL OBJECTIVES**

This section refers to goals, projects and assignments that are above and beyond what is listed in the **ESSENTIAL FUNCTIONS** section. This section should be used to record and assess goal attainment in addition to performance of general work assignments.

This section is to be used as a combination development plan and/or assessment tool. Objectives are generally planned at the beginning of the performance period and listed on this form. This list will then be used as an assessment tool at the end of the performance period. Performance objectives may carry over from one year to the next.

ANNUAL OBJECTIVE	START DATE	END DATE	REVIEW DATE (S)	ASSESSMENT
1.				
2.				
3.				
4.				
5.				
6.				
7.				

**NOTE: Employees who receive release time for taking classes toward earning a degree should have earning the degree listed as an objective on this evaluation.**

**Section E:****COMMENTS**

The SUPERVISOR COMMENTS section is to be used by the evaluator(s) to provide summary comments about an employee's performance during the evaluation period. Comments should be related to the employee's job responsibilities and performance.

**SUPERVISOR COMMENTS:**

The EMPLOYEE COMMENTS section is to be used by the employee to provide feedback about the performance evaluation to the evaluator(s). Comments may address areas of agreement or disagreement, focus on specific commentary, the performance evaluation process, areas of concern, etc.

**EMPLOYEE COMMENTS:****SIGNATURES:**

By signing this evaluation, I certify that it has been discussed with me and that my supervisor and I have reviewed my job description and the evaluation form. I understand that my signature does not necessarily indicate agreement; but, rather, that I have participated in the discussion and have read and understand the evaluation's content.

Employee's Signature: \_\_\_\_\_ Date: \_\_\_\_\_

By signing this evaluation, I certify that the information contained in this evaluation is an honest and objective reflection of the performance of the employee.

Supervisor's Signature: \_\_\_\_\_ Date: \_\_\_\_\_

ckh 02/2002 REVISED 4/2003  
revised 05/05/2004 BR revised 4/05/2006 ckh

Live Link as of February 1, 2012:

<http://www.socc.edu/academics/pgs/degrees/aas-degree/associate-of-applied-science-emergency-medical-tec.shtml>



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## Associate of Applied Science Emergency Medical Technology (EMT) - Paramedic

[Associate of Applied Science EMT Paramedic](#) (178 KB)

The **Associate of Applied Science Emergency Medical Technology** – Paramedic is designed for students seeking a career as a paramedic. The program meets or exceeds the required skills and knowledge necessary for national and state licensure testing. The program contains certification requirements at the EMT Basic and paramedic levels.

*Contact Information:*  
Terry Mendez, EMT Instructor  
(541) 888-1554  
Lampa 3

**(Updated Nov 22, 2010)**

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**EVALUATION OF MASSC EMPLOYEES**

It is the Administrative policy of the Southwestern Oregon Community College District that the performance of Management, Administrative, Supervisory, Specialist and Confidential staff members be formally evaluated:

Continuing Appointments and Annual Appointments

Annually by May 31

Temporary Appointments

Annually by May 31 or at the end of the special funding period if earlier than May 31

A supervisor and/or staff member may request a supplemental evaluation. This evaluation will not supersede the formal evaluation required by this policy.

Adopted by Board of Education:  
Policy #3.020 September 24, 1986

Revised: April 29, 1991

Revised: September 25, 1995

Changed to Administrative Policy January 22, 1996

# Southwestern Oregon Community College

## Executive Team Credentials

Name		Position	Degree and Credential	Discipline
Patricia	Scott	President	EDD, MA, BS	Education, College Student Personnel, Sociology
Phill	Anderson	Interim Vice President of Instruction/Chief Academic Officer	MS, BA, AA	English
Linda	Kridelbaugh	Vice President of Administrative Services	MS, BS	Computer Science, Mathematics
Janet	Pretti	Dean of Curry Campus	MFA, BFA	Sculpture, Sculpture and Graphic Design
Katherine	Flores	Executive Director of Integrated Technology Services	Certificates / Certified	HP Systems, IBM Programming, Design, and Supervision
Thomas	Nicholls	Executive Director of Enrollment Management		
Karen	Pringle	Executive Director Resource Development and Foundation	BA	Geography
Rachele	Summerville	Executive Director of Human Resources	MBA, BS, AS	H.R management Emphasis, Business Management,Business Admin, Accounting Physical Education and Recreation with minor in Educational Psychology, Kinesiology and Teaching and Coaching
Michael	Herbert	Athletic Director	PhD, MS. BS	
Robin	Bunnell	Institutional Researcher	MBA, BA	Business, Political Science

# *Creating Futures*

Your Award Information Booklet 2011-2012



**SOUTHWESTERN**  
Oregon Community College



# *Welcome to Southwestern Oregon Community College*

Southwestern Oregon Community College serves the educational and cultural needs of our students and communities by providing access to quality education in a professional and engaging environment which supports innovation, sustainability and lifelong enrichment. Learning experiences are characterized by excellent teaching, support for student achievement and the enhancement of social and economic opportunities.

Southwestern's Financial Aid Office mission is to offer excellent customer service and access to financial assistance as students pursue their goals.

## **Things to Remember**

- Keep this booklet for future reference regarding your financial aid at Southwestern.
- Promptly provide our office with all requested documents.
- Log on to WebAdvisor often to view your Financial Aid award letters for more information.
- Information within this publication was accurate at the time of printing. Dates, amounts and regulations are subject to change.



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## Eligibility for Financial Aid

To receive federal student aid you must:

- Be a U.S. citizen or eligible non-citizen.
- Have a valid Social Security Number.
- Register with Selective Service if you are male and 18 to 25 years of age (go to [www.sss.gov](http://www.sss.gov) for more information).
- Have a high school diploma or a General Education Development (GED) Certificate or pass an exam approved by the U.S. Department of Education.
- Be admitted and enrolled as a regular student working toward a degree or certificate in an eligible program.
- Not have a drug conviction for an offense that occurred while you were receiving federal student aid (such as grants, loans, or work-study).
- Not owe a refund on a federal grant or be in default on a federal student loan.
- Demonstrate financial need (except for unsubsidized Stafford Loans).
- Make satisfactory academic progress.

Your financial aid package has been calculated using your Expected Family Contribution (EFC) provided to us by the Department of Education based on what you reported on your Free Application for Federal Student Aid (FAFSA).

We determined your need-based eligibility by subtracting your EFC from your estimated Cost of Attendance (COA).

$$\begin{array}{r} \text{Cost of Attendance} \\ - \text{Expected Family Contribution} \\ \hline \text{Need-based Financial Aid} \end{array}$$

You cannot receive more need-based aid than it costs to attend college. Examples of need-based aid at Southwestern are: Federal Work-Study (FWS), Federal Supplemental Educational Opportunity Grant (FSEOG), Federal Direct Loan (subsidized), Academic Competitiveness Grant (ACG), and some institutional aid.

If you are not eligible for need-based aid or if your need-based aid does not meet your estimated COA, we will offer you aid that is not based on need.

Some aid programs are limited so apply early. The date you apply for financial aid can affect your award.

## Financial Aid Terms

---

**Expected Family Contribution (EFC)** - This is the amount that the Federal government has determined that you and/or your family should contribute toward the cost of your education.

This figure is determined by the Federal Methodology established by Congress and is based on your family's income, assets, family size, and number in college as reported on the FAFSA.

**Student Contribution (SC)** - This is the portion of the EFC that you as the student (and your spouse, if applicable) are expected to contribute toward the cost of your education this academic year.

**Parent Contribution (PC)** - This is the portion of the EFC that your parent(s) is/are expected to contribute toward the cost of your education this academic year.

**Need** - Your Cost of Attendance minus your Expected Family Contribution equals your Need. Your need is the maximum amount of need-based aid (such as grants, scholarships, Federal Work-Study, subsidized loans, etc.) for which you are eligible.

Under certain circumstances, you may be eligible for non-need-based aid, such as an unsubsidized loan, to replace all or part of the EFC, even if you have no need.

**Estimated Aid** - The amount of Estimated Aid shown on your Unofficial Award Letter is an unofficial estimate of what you may be eligible to receive. The official aid amounts awarded will be listed on your Official Award Letter.

You may be eligible for additional assistance (such as FSEOG and FWS), but funds are awarded based on the date you complete your file. If you are eligible but have missed the initial awarding period, you will be placed automatically on a waiting list for funding, and will be notified, by mail, should funding later become available.

**Unmet Need** - After you have been awarded all available aid for which you are eligible, your remaining need (Need minus Estimated Aid) becomes your Unmet Need.

You may meet this unmet need in various ways, including scholarships, student loans, and parent loans.

**Enrollment Status** - The amount of credits you are enrolled in or expect to be enrolled in. 12+ credits is full-time, 9-11 credits is 3/4-time, 6-8 credits is half-time, and 5 or fewer credits is 1/4-time.

**Aid Withheld Status** - Failure to maintain satisfactory academic progress as defined at Southwestern. It is evaluated during the initial application and each term.

## Estimated Cost of Attendance

Your Cost of Attendance (COA) reflects an average of costs and educational expenses from tuition and books to personal items and transportation. This is often referred to as your “budget.”

The important part to remember is that your COA does not reflect in any way what you actually owe or will owe the College. You will receive a statement of all your charges.

There are standard budgets assigned to each financial aid student, but it varies based on living status, academic program and/or enrollment status.

- Tuition and fees are based on an average of 14 credits per term.
- Room and board costs are based on where you will live while attending Southwestern. Off-campus housing reflects current market rates in Coos County, while on-campus housing reflects actual costs for single and double rooms.

- Textbooks and supplies are based on average costs each term based on bookstore pricing.
- Transportation is an average based on travel to and from the college each term.
- Personal expenses are based on typical expenses students may incur in day-to-day living, such as clothing, recreation, household supplies, etc.

For students who have unique circumstances, the budget may also be adjusted for the purchase of a computer (one-time), extensive travel requirements, educational-related disability expenses, and childcare costs while attending school - contact the Financial Aid Office for the appropriate forms to request these costs be included.

Please visit Southwestern's Financial Aid website for detailed cost of attendance figures: [www.socc.edu/financialaid/pgs/info-policies/cost/](http://www.socc.edu/financialaid/pgs/info-policies/cost/)



## Types of Aid Available

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**Federal Pell Grant** - A Federal Pell Grant is awarded to undergraduate students who have not earned a bachelor's or professional degree, and your award amount is based upon your EFC.

- Available to students take any amount of credits depending on eligibility. Amounts vary. Does not need to be repaid. Must file a FAFSA.

**Oregon Opportunity Grant (OOG)** - This grant is awarded by the Oregon Student Assistance Commission to Oregon resident undergraduate students. This grant may only be received for a total of twelve terms or eight semesters. Students who enroll in a theology, divinity, or religious education program are not eligible to receive State grants.

- Must enroll in at least half-time at a college or university in Oregon. Amounts vary. Does not need to be repaid. Must file a FAFSA.

**Federal Supplemental Educational Opportunity Grant (FSEOG)** - This grant is for undergraduate students with exceptional need. At Southwestern, this grant is awarded to as many of the students with a zero EFC as possible. The funding is limited, however, so awarding is on a first-come first-served basis. Late applicants may go on a waiting list.

- Must enroll in at least half-time. Amount = \$600 a year. Does not need to be repaid. Must file a FAFSA.

**Federal Work-Study** - The Federal Work-Study program is designed to provide jobs for students with financial need to assist with paying for their educational expenses. Federal work-study wages at Southwestern currently coincide with the State minimum wage. Students receiving Federal work-study funding receive one paycheck each month they work.

- Must enroll in at least half-time. Amounts vary. Can earn up to award amount. Earned by working. Does not need to be repaid. Must file a FAFSA.

**Federal Direct Loan** - Federal Direct Loans are either subsidized or unsubsidized. A subsidized loan is awarded based on financial need, and the interest payments do not accrue until the student begins repayment. An unsubsidized loan is awarded based on cost of attendance, and the interest accrual starts when the loan is disbursed.

- Must enroll in at least half-time. Amounts vary. Must be repaid. Cannot exceed the cost of attendance. Must file a FAFSA.
- Dependent undergraduate can borrow up to \$5,500 (\$3,500 subsidized) for freshman and \$6,500 (\$4,500 subsidized) for sophomore (must have completed more than one-half required credits for degree).

- Independent undergraduate can borrow up to \$9,500 a year as a freshman (\$3,500 of this amount may be subsidized if eligible) and up to \$10,500 a year as a sophomore (\$4,500 of this amount may be subsidized if eligible). Sophomore status means you have completed more than one-half the required credits for your degree.
- Dependent students whose parent's are denied a PLUS loan may be eligible to borrow up to \$6,000 in an additional unsubsidized loan.
- The cumulative amount you can borrow from the Federal Stafford Loan Program is \$31,000 as a dependent undergraduate and \$57,500 as an independent undergraduate (\$23,000 can be subsidized and the rest is unsubsidized).

**Federal Direct Parent Loan for Undergraduate Students (PLUS)** - PLUS loans are for parents to borrow to assist in paying for each child's education who is an undergraduate student and enrolled at least half-time. A credit check is usually required, and parent's who are denied the PLUS loan may have their dependent child borrow additional funds from the Federal Stafford Loan program.

- Must enroll in at least half-time. Amounts vary. Must be repaid by parent. Cannot exceed cost of attendance. Must file a FAFSA.

**Alternative (Private) Loans** - These loans are based on creditworthiness, carry competitive interest rates and all vary on the amount you may borrow, the fees charged and on their terms of repayment. Ask smart questions when considering an alternative loan.

- Must enroll in at least half-time. Amounts vary. Must be repaid. Cannot exceed cost of attendance. Must file a FAFSA.

**Alaska Loans** - The State of Alaska offers residents of the State an opportunity to borrow funds in the form of a loan. The loan follows the same guidelines as the Federal Direct Loan Program, with the exception that the loan is not subject to the subsidized and unsubsidized loan amount limitations. Students may borrow funds to pay for their cost of attendance minus other aid received.

**Institutional Tuition Scholarships** - Southwestern offers a variety of tuition scholarships designed to help cover the costs of tuition only.

- Awards up to 18 credits (must be full-time). Several award areas: graduates of high school with 3.75 GPA, GED graduates who meet certain criteria, students who participated in Operation Iraqi Freedom, students who participate in certain student activities and athletics, and students who enroll in specific majors and areas of education interest.

## Getting Your Financial Aid

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### Accepting Your Aid Package

When you receive your Official Award Letter, you are accepting the financial aid represented. Refer to the back of the letter for more information.

### Disbursement of Funds

You must be eligible for your financial aid at the time of disbursement.

All financial aid and scholarship funds are credited directly to your account and any funds remaining after tuition, fees, and other charges will be disbursed to you within 14 days of crediting your account.

Funds are disbursed after the institutional refund period and after your enrollment status has been determined. Your enrollment status is determined at the close of business day on Friday of the second week of the term. Disbursement amounts are based on eligible credits as of that date and cannot be adjusted at a later date.

Disbursements are made via check and electronic funds transfer (EFT). Disbursement will occur beginning Friday after the full refund period of each term and on each Friday thereafter.

*Student Loans (Direct, PLUS & Alternative)* - loan disbursements to students are subject to a 30-day waiting period from the first day of the first term. Subsequent disbursements will be available at the same time as all other funds.

### Account Balances

You are responsible for all college charges regardless of whether financial aid is received. If you still owe the college after your grants/scholarships have transmitted to your account, you must contact the Student First Stop Center to make arrangements for payment of the remaining balance at the time of registration.

### Dropping Classes

- If you drop all of your classes during the term, you may be required to pay all or a part of your financial aid back.
- If you drop all of your classes during the term, you will automatically be placed on warning or aid withheld for future terms.
- If you drop one or more of your classes during the term and have a prior request for reinstatement on file, you may go back on aid withheld.

## **Changes to Your Financial Aid**

Based upon the information you provided on your FAFSA, we can determine your enrollment status and housing plans. These items affect your cost of attendance and the amount of need-based aid you can receive.

### **Changes in Your Status**

It is your responsibility to notify us if you plan to change your enrollment status or housing plans during the academic year. An example would be deciding to only attend half-time during a term when you said you would be attending full-time. This decision must be communicated to the financial aid office as soon as possible so that your financial aid will be ready in time for disbursement. If we are not aware of the status change, your disbursement could be delayed.

### **Changes in Assistance**

Sometimes a student may receive additional funding for college through an outside source. It is important to notify us if you receive any outside assistance, because it may affect the amount of need-based aid you receive.

## **Return of Federal Aid**

If you withdraw or audit all of your courses during the term, we are required to determine if any of the federal financial aid you received should be returned. Federal financial aid is based on the length of time you are in classes, so if you do not attend the entire term, you may be required to return all or a portion of the aid you received.

If you receive all W, X, or F grades in a term, we must perform this calculation. The repayment percentage is determined by the number of days remaining in the term from your last date of attendance.

If you owe Southwestern federal financial aid repayments or owe Return of Title IV Funds, you will be denied federal aid eligibility at any institution and will not be able to enroll at Southwestern until full payment arrangements are made.

Satisfactory Academic Progress (SAP) requirements apply to all financial aid recipients regardless of the funding status due to a Return of Title IV Funds. Repayment of part of your federal financial aid does not release you from the satisfactory academic progress requirement discussed later in this handbook.

## **Satisfactory Academic Progress**

---

In order to remain in good standing and receive your financial aid (federal, state, institutional and private), you must maintain satisfactory academic progress each term and progress in a timely manner toward your declared degree. We assess your status when you apply for financial aid and each term thereafter.

### **Grade Point Average (GPA) Requirements**

- You must maintain a GPA of a 2.0 or higher each term.
- If your term GPA and cumulative GPA fall below a 2.0,
  - First time = Warning Status
  - Second time = Aid Withheld Status
- If your cumulative GPA falls below a 2.0 by the end of your second academic year, you will automatically be placed on Aid Withheld.
- If your complete zero credits (all F, M, U, W, X, and/or Z grades) during any term, you will be placed on warning or aid withheld and subject to the Return Federal Aid calculation.

### **Status Definitions**

**Warning Status** - Your aid will still be released for the following term, but you are urged to seek out resources on campus to assist in your success. If you are unsuccessful again, you will be placed on aid withheld status.

**Aid Withheld Status** - Your aid will be on hold until you complete the reinstatement process and are approved. Inquire at the Financial Aid office for the form and process. You **MUST** complete this process before the end of the term in which you are on hold. If you complete the process after the term has ended, you will not receive aid for that term.

If your request for reinstatement is approved by the financial aid committee, there will be special conditions you must adhere to each term. You will be on probation for the next term and must complete that term successfully to avoid being placed back on Aid Withheld Status.

If your request for reinstatement is not approved by the financial aid committee, you will receive specific instructions regarding the number of credits you will have to complete successfully and fund on your own in order to be in good standing and begin receiving federal aid.

## **150% Timeframe/Maximum Attempted Credit Limit**

---

Federal regulations are set with the expectation that you complete your degree in a timely manner. In order to receive financial aid funding throughout your degree, you must complete your degree within a 150% timeframe.

Example: If you are in a degree that requires 90 credits to graduate, you must complete that degree within 135 attempted credits.

If you are unable to complete your degree within the 150% timeframe, you will be placed on Aid Withheld Status.

Your progress is measured at the end of each student's third full-time term. If you attend full-time Fall, Winter and Spring terms, your progress will be assessed at the end of Spring term. If you attend half-time Fall, Winter and Spring terms, your progress will not be assessed until the end of the next Spring term if you continue to enroll half-time.

Attempted credits include earned, unearned, and transfer credits. Grades of F, W, X, U, Z and M are considered unearned credits.

If you exceed the 150% timeframe, you will need to submit an extension of timeline appeal. See the Financial Aid office for forms and the process. We may, without a formal appeal, extend the time-frame when remedial

credits are the reason you are unable to complete your credits within the 150% timeframe. If this occurs, you will be notified by mail of the extension of time.

### **Request for Dual Major**

Financial aid only covers one declared degree. In some cases, students may pursue more than one degree for various reasons. Contact the Financial Aid office about an appeal for a dual major.

### **Request for Change of Major**

You are only allowed one major change under financial aid. If there are extenuating circumstances for changing your major more than once, you will have to complete the appeal process. Contact the Financial Aid office about an appeal for a change of major.

### **Request for Transfer Credits**

Up to 124 transfer credits may be transferred to a four-year Oregon college. You may appeal to the Financial Aid Committee to allow for additional credits you intend to use to transfer to another college. Any transfer credits that are attempted whether completed or not count toward the number of transfer credits you have. Contact the Financial Aid office regarding an appeal.

## **Your Rights as a Student**

You have the right to:

- know how your financial need is determined. This is your cost of attendance.
- know how much aid you will receive each term and when it will be disbursed.
- know what portion of the financial assistance received must be repaid, and what portion is grant aid.
- decline all or any part of your financial aid award. This must be done in writing.
- know the interest rate, repayment terms, and procedures for any loan(s) you are offered.
- view the contents of your financial aid file, in accordance with the Family Educational Rights and Privacy Act (FERPA).
- privacy of information regarding your financial aid file per FERPA.
- request a review of your financial aid application due to special or unusual circumstances that would change the Expected Family Contribution (EFC) and/or Cost of Attendance (COA). All requests of this type must be submitted in writing.
- receive financial aid as long as you are eligible and as long as funds are available.
- know how Southwestern determines whether you are making satisfactory academic progress, and what happens if you are not.

## **Your Responsibilities as a Student**

You have the responsibility to:

- read and understand all materials sent to you from Southwestern and other financial aid agencies or provided on the Southwestern website; keep copies of all forms and materials you send in.
- complete an application for admission and declare a valid major.
- check your Southwestern email account regularly.
- use aid only for expenses related to attending Southwestern.
- return all requested information to the Financial Aid office in a timely manner.
- report all changes that might affect your eligibility for financial aid including: change in address or type of residency, change to enrollment status, and/or all outside aid received.
- repay any loans you obtain and notify your lender of any changes in name or address. You should also know the name and address of your lender.
- report to your Federal Work-Study (FWS) job according to the schedule you arranged with your supervisor, complete all work to the best of your ability, and notify your supervisor in advance if you are unable to report to work.
- be aware of Southwestern's refund procedures.
- maintain Satisfactory Academic Progress.

## **Important Dates to Remember!**

<b>FACTS AND INFORMATION</b>	<b>SUMMER 2011</b>	<b>FALL 2011</b>	<b>WINTER 2012</b>	<b>SPRING 2012</b>
<b>Priority Registration Begins</b>	May 2 - June 30	May 2 - June 30	November 14 - January 13	February 27 - April 13
<b>FAFSA Deadlines</b>	January 30, 2011	March 1, 2011	June 1, 2011	August 1, 2011
<b>FAFSA Paperwork Due</b>	April 30, 2011	July 1, 2011	September 19, 2011	November 21, 2011
<b>Bookstore Sales Begin</b>	June 13	September 20	December 12	March 26
<b>Move-in Day for Housing Residents</b>	June 18	September 23	January 7	March 31
<b>Classes Start</b>	June 20	September 26	January 9	April 2
<b>Payment Deadlines</b>	Time of registration	Time of registration	Time of registration	Time of registration
<b>Initial Financial Aid Disbursement Dates</b>	July 7	October 14	January 27	April 20
<b>Textbook Buy-back</b>	August 8 - 11	December 5 - 9	March 19 - 23	June 11 - 15
<b>Check-out Day for Housing Residents</b>	August 13	December 10	March 24	June 16
<b>Finals Week</b>	August 8 - 11	December 5 - 8	March 19 - 22	June 11 - 14
<b>Campus Closures Dates/Holidays</b>	June 17 & 24 July 1, 4, 8, 15, 22, 29 August 5, 12, 19, 26	September 5 & 19 November 11, 24 & 25 Dec 22 - Jan 3	January 16 February 20	May 28

## Contact Information

<b>Southwestern Main Switchboard</b>	Dellwood Hall	(541) 888-2525	(800)-962-2838	
<b>ADA Coordinator</b>	Stensland Hall	(541) 888-7439	1-800-962-2836 ext. 7439	
<b>Southwestern Hearing Impaired</b>	Dellwood Hall	(541) 888-7368		
<b>Athletics</b>	Prosper Hall	(541) 888-7452	1-800-962-2838 ext. 7452	
<b>Bookstore</b>	Stensland Hall	(541) 888-7264	1-800-962-2838 ext. 7264	
<b>Campus Housing</b>	Dellwood Hall	(541) 888-7635	1-800-962-2838 ext. 7635	
<b>Educational Support Programs</b>	Stensland Hall	(541) 888-7405	1-800-962-2838 ext. 7405	
<b>Financial Aid</b>	Front Lobby of Dellwood Hall	(541) 888-7337	1-800-962-2838 ext. 7337	fao@socc.edu
<b>Student First Stop Center</b>	Front Lobby of Dellwood Hall	(541) 888-7352	1-800-962-2838 ext. 7352	firststop@socc.edu
<b>Student Support Services</b>	Stensland Hall	(541) 888-7419	1-800-962-2838 ext. 7419	
<b>Transcript Evaluator</b>	Dellwood Hall	(541) 888-7246	1-800-962-2838 ext. 7246	transcripts@socc.edu
<b>Southwestern Curry County</b>	Brookings	(541) 469-5017		
	Gold Beach	(541) 547-2741		
	Port Orford	(541) 332-1325		

Southwestern Oregon Community College is an Equal Opportunity Educator and Employer



# SOUTHWESTERN

## Oregon Community College



# FACULTY HANDBOOK

Full and  
Part-time

2010-2011

[www.socc.edu](http://www.socc.edu)

[www.socc.edu/academics/pgs/office-of-instruction/index.shtml](http://www.socc.edu/academics/pgs/office-of-instruction/index.shtml)

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## Southwestern Oregon Community College

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Southwestern Oregon Community College is a public institution dedicated to serving as a center of learning, information, and culture for Coos, Curry, and Western Douglas counties. The College is pleased to work with our community partners in all aspects of learning. Southwestern is especially proud of the excellent cadre of full-time faculty, part-time faculty and the large corps of remarkable practitioners and professionals who teach throughout the college district. The College relies on them to bring to the classroom precisely what students need. Wherever a Southwestern class is held, on campus, through distance learning, or off campus, all faculty and instructors need to have essential information to support them in what they do best. This handbook is dedicated to that end.

### A Brief History

Southwestern Oregon Community College was formed in May of 1961. The original district included Coos and Western Douglas Counties with services contracted to Curry County. In 1995, the residents of Curry County voted to annex themselves to the district. Thus the College area nearly doubled in size extending to the California border. A full range of college services is now offered in Curry County.

During the early years, campus classes were held in surplus U.S. Navy facilities and Coos Bay School district buildings. An old hotel served as the first administration building. The main campus is now located on the shores of Empire Lakes with Curry County campus sites in Gold Beach and Brookings. All high schools in the district also provide space for college classes.

The enrollment of the College has grown from 266 students in 1961 to over 13,000 students or 3,400 FTE annually. Staff has grown from 15 to 64 full-time faculty and from 11 to over 275 part-time instructors. Cultural and athletic events at the College attract 20,000 men, women, and children each year. Over the past forty years, the College has evolved instructional offerings that include two-year degrees, certificates, short-term certificates that are occupational by nature, adult education, adult high school diploma, adult enrichment classes, and summer camps for all ages.

### Accreditation

<http://www.socc.edu/accreditation/index.shtml>

Southwestern is accredited by the Northwest Commission on Colleges and Universities, a nationally recognized regional accrediting agency by the U.S. Department of Education. Accreditation was reaffirmed in the Spring of 2009 after a focused interim visit and report. Copies of the College's accreditation, self-study reports, approvals, and certifications are available for review by contacting the Accreditation Liaison Officer or requesting to review copies available at the Library, located in Tioga Hall. NWCCU Accreditation status is granted as an institution; any program accreditation or approvals are granted by other agencies.

### The Mission of the College

*(Adopted January 25, 2010)*

Southwestern Oregon Community College serves the educational and cultural needs of our students and communities by providing access to quality education in a professional and engaging environment which supports innovation, sustainability and lifelong enrichment. Learning experiences are characterized by excellent teaching, support for student achievement and the enhancement of social and economic opportunities.

## **Core Themes**

*(Adopted April 26, 2010)*

- |                                      |                                  |
|--------------------------------------|----------------------------------|
| 1) Access                            | 3) Innovation and Sustainability |
| 2) Student Learning and Achievement; | 4) Community Engagement          |

## **Vision Statement**

*(Adopted June 26, 2006)*

Southwestern leads and inspires lifelong learning.

## **Web Links**

The faculty and instructors at Southwestern represent a cross section of professionals ranging from those with considerable academic preparation and teaching experience to those with specific skill preparation. This handbook attempts to provide information concerning procedures and policies relating to classroom instruction and college services. Please take time to familiarize yourself with the contents.

New this summer 2010, the Office of Instruction has added several webpages which house current and relevant references and forms for full time and part time faculty:

<http://www.socc.edu/academics/pgs/office-of-instruction/index.shtml>

The Office of Instruction site has sub-pages specifically for full time and part time faculty, associate deans and program directors, along with a recent committee minutes and links in the campus intranet for archived committee minutes. We hope it will help to make your teaching experience a more favorable one. If you need information that is not found in this handbook, please contact your supervisor or the [Office of Instruction](#). We would appreciate any suggestions to improve this handbook.

### **You may also find the following links interesting and useful:**

(Note: References to secure network require access to the campus's network server to access these intranet documents. Curry County employees will find 'intranet' references on their campus sites.)  
Southwestern's Intranet

<http://intranet.socc.edu>

(secure network)

Advisor Training Colleague Manual

<http://www.socc.edu/academics/pgs/bm~doc/advisortraining.doc>

Academic Calendar

<http://www.socc.edu/academics/pgs/calendar/index.shtml>

ANGEL Learning Management System (for delivering online classes)

<http://socc.angellearning.com>

Board Policy Manual

<http://www.socc.edu/board/bb/policy/index.shtml>

Board Meeting Dates

<http://www.socc.edu/board/bb/meetings/index.shtml>

Bookstore (Including Book Orders)

<http://www.socc.edu/bookstore/>

Campus & Community Events Calendar

<http://www.socc.edu/about/events/calendar/index.html>

Campus Directory

<http://www.socc.edu/about/staff-directory/index.shtml>

College Catalog

<http://www.socc.edu/academics/pgs/bm~doc/catalog2010.pdf>

Course Outline Forms and Instructions

<http://www.socc.edu/academics/pgs/office-of-instruction/faculty-information/index.shtml>

Setting up an Email account

- Part-time faculty contact your Associate Dean/[Assistant to Associate Dean](#)
- Full-time faculty contact Admin Assistant in the [Office of Instruction](#)

Group Email Announcements

All Staff – [general-announce@socc.edu](mailto:general-announce@socc.edu)

Full-time Faculty – [faculty-announce@socc.edu](mailto:faculty-announce@socc.edu)

Part-time Faculty – [ptfaculty-announce@socc.edu](mailto:ptfaculty-announce@socc.edu)

Informational – [socctalk@socc.edu](mailto:socctalk@socc.edu)

Employee Tuition Benefits

<http://www.socc.edu/hr/pgs/tuition-benefits/index.shtml#tuition>

Faculty Information Webpage (Office of Instruction)

<http://www.socc.edu/academics/pgs/office-of-instruction/faculty-information/index.shtml>

Part-Time Faculty Information Webpage (Office of Instruction)

<http://www.socc.edu/academics/pgs/office-of-instruction/part-time-faculty/index.shtml>

Faculty Handbook

<http://www.socc.edu/academics/pgs/bm~doc/facultyhandbook.pdf>

Faculty Constitution

<http://www.socc.edu/academics/pgs/office-of-instruction/faculty-information/index.shtml>

Faculty Contract

<http://www.socc.edu/hr/pgs/contracts-handbooks/index.shtml>

Faculty Evaluation Planning

<http://www.socc.edu/academics/pgs/office-of-instruction/faculty-information/index.shtml>

Faculty Senate

<http://intranet.socc.edu/minutes/facsenate/index.html>

(secure network)

FERPA

<http://www.socc.edu/firststop/pgs/ferpa/index.shtml>

Final Exams Schedule

<http://www.socc.edu/academics/pgs/calendar/finals-schedule.shtml>

Financial Aid Award Booklet

<http://www.socc.edu/financialaid/pgs/info-policies/booklet/index.shtml>

Financial Aid – Scholarship Information

<http://www.socc.edu/foundation/pgs/scholarships/>

General Faculty

<http://intranet.socc.edu/minutes/genfac/index.html>

(secure network)

Instructional Council

<http://www.socc.edu/academics/pgs/office-of-instruction/committees-minutes/instructional-council-minutes.shtml>

Key Requests

<http://www.socc.edu/admin/pgs/forms/index.shtml>

Oregon Coast Culinary Institute

[www.occi.net](http://www.occi.net)

Office of Instruction Webpage

<http://www.socc.edu/academics/pgs/office-of-instruction/index.shtml>

Personnel Procedures

<http://www.socc.edu/hr/>

Student Complaint Resolution Procedure

<http://www.socc.edu/studentlife/pgs/bm~doc/socc-hb.pdf>

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Student First Stop Center

<http://www.socc.edu/admissions/firststop.html>

Student Handbook

<http://www.socc.edu/studentlife/pgs/bm~doc/socc-hb.pdf>

Student Services

[http://www.socc.edu/serv\\_resrc/sss/](http://www.socc.edu/serv_resrc/sss/)

Syllabus Template

<http://www.socc.edu/academics/pgs/bm~doc/syllabustemplate.docx>

Teaching and Learning Center

<http://www.socc.edu/tlc>

Textbook Adoptions Form

[https://www.socc.edu/forms/textbook\\_adoption.cfm](https://www.socc.edu/forms/textbook_adoption.cfm)

Training Documentation

<http://www.socc.edu/its/pgs/training/>

WebAdvisor

<https://lakerlink.socc.edu/WebAdvisor/WebAdvisor>

Workload

<http://www.socc.edu/hr/pgs/bm~doc/current-faculty-collective-bargaining-agreement.pdf>

## Instructional Organization

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The College Switchboard in Dellwood Hall periodically updates the complete telephone list throughout the year. If you do not receive one, please contact the Switchboard Operator or your supervisor. For the complete Staff Directory visit:

<http://www.socc.edu/about/staff-directory/index.shtml>.

### Vice President of Instruction

Valerie Martinez  
[vmartinez@socc.edu](mailto:vmartinez@socc.edu)

888-7417

Tioga 506 C

*Associate Deans and Directors report directly to the Vice-President of Instruction*

### Associate Deans of Learning

[Diana Schab](#), Randolph 10, 888-7312

**Business/Technology/Humanities/Social Science/Perkins (CTE)/Career Pathways**

[Kristen Crusoe](#), Randolph 11D, 888-1612

**(Interim) Allied Health/PE/Athletic Training/Emergency Services Training  
Programs/Nursing/Math/Science/Engineering/**

### Executive Directors and Directors

Shawn Hanlin	OCCI Executive Director	888-1546	OCCI	<a href="mailto:shanlin@socc.edu">shanlin@socc.edu</a>
Bonnie Maxwell	Shutters Creek Correctional Programs Director	751-2253 Ext 254	Shutter Creek	<a href="mailto:bmaxwell@socc.edu">bmaxwell@socc.edu</a>
Pat Parker	Transitional Education Director	888-7000	Newmark 219	<a href="mailto:pparker@socc.edu">pparker@socc.edu</a>
Laurie Potts	Childhood Education Director	888-7336	Family Center 102	<a href="mailto:lpotts@socc.edu">lpotts@socc.edu</a>
Paul Reynolds	Director of Emergency Services Training Programs	888-7296	Fire Science Bldg	<a href="mailto:preynolds@socc.edu">preynolds@socc.edu</a>
Sharon Smith	Learning Resource Center/Library	888-7431	Tioga Floor 2	<a href="mailto:ssmith@socc.edu">ssmith@socc.edu</a>
Susan Walker	Director of Nursing	888-7298	Sumner 5	<a href="mailto:swalker@socc.edu">swalker@socc.edu</a>
Arlene Soto	Director of SWOCC Small Business Development Center	756-6445	Business Develop. Ctr.	<a href="mailto:asoto@socc.edu">asoto@socc.edu</a>
Karen Helland	Director Community and Workforce Development	888-7212	Dellwood 16	<a href="mailto:khelland@socc.edu">khelland@socc.edu</a>

### Instructional Services Support Staff

Shellie Brandt	Admin. Asst. to Associate Deans	888-7369	Randolph 10 B	<a href="mailto:sbrandt@socc.edu">sbrandt@socc.edu</a>
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Anna Chavez	Admin Asst to VP of Instruction	888-7424	Tioga 506 B	<a href="mailto:achavez@socc.edu">achavez@socc.edu</a>
Jacquelyn Hansford	Transitional Education Resource Asst.	888-7116	Newmark 204	<a href="mailto:jhansford@socc.edu">jhansford@socc.edu</a>
Jade Stalcup	Nursing Secretary	888-7443	Sumner 4	<a href="mailto:jstalcup@socc.edu">jstalcup@socc.edu</a>
Mary Graham	Lab Assistant/Sim Equipment Tech	888-7269	Sumner 3	<a href="mailto:mgraham@socc.edu">mgraham@socc.edu</a>
Julie Johnson	Academic Scheduler	888-7214	Tioga 506 A	<a href="mailto:jjohnson@socc.edu">jjohnson@socc.edu</a>
Robbie Kirch	Administrative Assistant to Emergency Services	888-7432	Fire Science Bldg	<a href="mailto:rkirch@socc.edu">rkirch@socc.edu</a>
Lori Teribery	Curriculum Technician	888-7416	Tioga 506 D	<a href="mailto:lteribery@socc.edu">lteribery@socc.edu</a>

## Family Center

*Laurie Potts 888-7336*

Mary Raymond	Childhood Education Program Asst	888-7257	Family Center 103	<a href="mailto:mraymond@socc.edu">mraymond@socc.edu</a>
Kathy Barber	Even Start Parenting Coordinator	888-7123	Family Center	<a href="mailto:kbarber@socc.edu">kbarber@socc.edu</a>
Marion Bauer	Family Center Teacher	888-7951	Family Center	<a href="mailto:mbauer@socc.edu">mbauer@socc.edu</a>
Dan Birskevich	Educare Coordinator	888-7445	Family Center	<a href="mailto:dbirskevich@socc.edu">dbirskevich@socc.edu</a>
Guadalupe Bowman	Childcare Provider/Kitchen	888-7290	Family Center	<a href="mailto:gbowman@socc.edu">gbowman@socc.edu</a>
Elizabeth Cohen	R&R Assistant	469-9299	Curry	<a href="mailto:Elisabeth.H.Cohen@state.or.us">Elisabeth.H.Cohen@state.or.us</a>
Jocelyn Hamner	Mentor/Classroom Assistant	888-7290	Family Center	<a href="mailto:jhamner@socc.edu">jhamner@socc.edu</a>
Lynne Lorenzen	Even Start Family Literacy Specialist	888-7087	Newmark 211	<a href="mailto:llorenzen@socc.edu">llorenzen@socc.edu</a>
Anna Marca	USDA Food Program Monitor	888-7096	Newmark 208	<a href="mailto:amarca@socc.edu">amarca@socc.edu</a>
Amanda Peck	Cooperative Teaching Assistant	888-7939	Family Center	<a href="mailto:apeck@socc.edu">apeck@socc.edu</a>
Karen Whitson	Family Liaison	888-7703	Newmark 211	<a href="mailto:kwhitson@socc.edu">kwhitson@socc.edu</a>

## Learning Resources/Library

*Sharon Smith 888-7431*

Dawn Jones	Library Technician/Technical Svcs	888-7262	Tioga 3rd Floor	<a href="mailto:djones@socc.edu">djones@socc.edu</a>
Celso Ledesma	Library Technician/Circulation/Book Repair	888-7360	Tioga 3rd Floor	<a href="mailto:clesma@socc.edu">clesma@socc.edu</a>
Suzy Piatt	Library Technician/Automated Systems	888-7429	Tioga 2nd Floor	<a href="mailto:spiatt@socc.edu">spiatt@socc.edu</a>
Smita Avasthi	Electronic Resource Librarian	888-7448	Tioga 2nd Floor	<a href="mailto:savasthi@socc.edu">savasthi@socc.edu</a>

### **Coos County Library Services (CCLS)**

*Mary Jane Fisher 888-7393*

Mary Jane Fisher	CCLS Director	888-7393	Tioga 3rd Floor	<a href="mailto:mfisher@socc.edu">mfisher@socc.edu</a>
Bob Andrews	CCLS Courier	888-7260	Tioga 3rd Floor	<a href="mailto:bandrews@socc.edu">bandrews@socc.edu</a>
Irene Luoto	CCLS Outreach	888-7273	Tioga 3rd Floor	<a href="mailto:iluoto@socc.edu">iluoto@socc.edu</a>
Sean Park	CCLS Network Administrator	888-7459	Tioga 3rd Floor	<a href="mailto:spark@socc.edu">spark@socc.edu</a>
Dione Lutz	CCLS/Collections/Saturday Courier	888-7375	Tioga 3rd Floor	<a href="mailto:dlutz@socc.edu">dlutz@socc.edu</a>

### **Transitional Education**

*Pat Parker 888-7000*

Gary Risley	Transitional Education Technical Resource Assistant	888-7122	Newmark 218	<a href="mailto:grisley@socc.edu">grisley@socc.edu</a>
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## Full-Time Faculty Reporting Structure

### Department of Business and Technology- [Diana Schab](#), Associate Dean

*Office Occupations, Business, Computer Information Systems/Computer Science, Oregon Coast Culinary Institute (OCCI), Marketing, Economics, Management, Accounting, Welding*

Vacant	Business/Economics		
Linda Stagg-Brown	Accounting	888-7318	Tioga 316F
Betty Pratt	Office Occupations	888-7463	PAC 218
C. "Kevin" O'Fearghail	Criminal Justice	888-7456	Tioga 316B
Eric Wade	Manufacturing Technology	888-7482	Fairview 12
Chris Williamson	Computer Information Systems	888-7329	Tioga 324
Cathryn Olds	Computer Information Systems	888-1616	Tioga 316F
Bill Yates	Computer Information Systems	888-1571	Tioga 316A

### Department of Humanities -[Diana Schab](#), Associate Dean

*Writing, Literature, Speech, Foreign Language, Journalism, Music, Art, Theatre, Writing Lab*

Bridget Hildreth	Journalism Coordinator	888-7442	T407/B2 Annex
James Fritz	Art	888-7322	Eden 6
Mike Detwiler	English	888-7379	Lampa 12
Candice Favilla	English	888-7295	PAC 219
Amber Ashpole	English/Humanities	888-7462	Lampa 11
Zita Ingham	English	888-7441	Sumner 7
Bernadette Kapocias	Speech	888-7374	Lampa 5
Peter Mantey	Speech	888-7121	Lampa 8
Eleanor Montagna	English	888-7249	Lampa 9
Joy Parker	English	888-1504	Lampa 13
Mike Turner	Music	888-7242	Sunset 7
Mark Wilson	English	888-7498	Lampa 10
Marta Wozniak	English	469-5017	Curry Campus

### Department of Social Science -[Diana Schab](#), Associate Dean

*History, Psychology, Anthropology, Education, Philosophy, Geography, Criminal Justice, Political Science, Sociology*

Christina Alexander	Anthropology/Sociology	888-7255	Lampa 6
Fred Brick	History/Political Science	888-7363	PAC 208
Cheryl Davies	Psychology	888-7291	Tioga 316G
Anny Mueller	Psychology	888-7127	Lampa 7
Cathy Meier	ECE	888-7068	Family Center 108

**Department of Allied Health/HPE- [Kristen Crusoe](#), Associate Dean (Interim)**

*Medical Office, , Pharmacy Technician, Health/PE, Athletic Training, Director Emergency Services Training Programs (ESTP), Fire Science, EMT/Paramedic*

Dan Neal	Health/PE/Track Coach	888-7334	Proper 206
Daniel Esposito	Health/PE/Baseball Coach	888-7348	Prosper 209
Mike Herbert	Health/PE/Women's Basketball Coach	888-7223	Prosper 205
Trevor Hoppe	Health/PE/Men's Basketball Coach	888-7279	Prosper 207B
Kelly Leavitt	Health/PE/Athletic Trainer	888-7200/7157	Sumner 5B
Jerri Bennett-Stillmaker	Allied Health	888-7342	Sumner 8
Adam Whitlatch	Health/PE/Wrestling Coach	888-7228	Prosper 208

**Department of Science/Math/Engineering- [Kristen Crusoe](#), Associate Dean (Interim)**

*Pre-Engineering, Math, General Science, Life Science, Chemistry, Physical Science, Physics*

John Christiansen	Mathematics	888-7294	Sitkum 2A
George Elkins	Mathematics	888-7254	Sitkum 2C
Jeff Hayen	Engineering/Mathematics/Physics	888-7307	Sitkum 2E
Sean Hutcherson	Mathematics	888-7230	Randolph 11 B
Carol McKillip	Mathematics/Science	888-1502	Sitkum 2F
Billie Shannon	Mathematics	888-7608	Sitkum 2G
Kyriakos Kypriotakis	Math	888-7249	Sitkum 2B
Daniel Brouse	Biology	888-7245	Lampa 2
Bob Fields	Biology	888-1500	Sitkum 2D
Ron Metzger	Earth Sciences	888-7216	Coaledo 7
Ann Sylvia	Chemistry	888-7275	Coaledo 1

**Department of Nursing-Susan Walker, Director of Nursing, AAS Nursing, Basic Nursing, CNA2, Phlebotomy**

Renee Menkens	Nursing	888-7323	Sumner 3G
Kathy Walsh	Nursing	888-1533	Sumner 9
Pam Wick	Nursing	888-1515	Sumner 6

**Program Directors**

Pat Parker Transitional Education

Jane Briggs	Transitional Education	888-7125	Newmark 218
Anthony Collins	Transitional Education	888-7129	Newmark 218
Sharon Miller*	Reading	888-7301	Randolph 4
Buzz Fourmet	ABE/GED	751-2253 Ext 254	Shutter Creek
Bonnie Maxwell	SUMMIT	541-297-7132	Shutter Creek
Kay Jones	ABE/GED	469-5017	Curry Campus

[Laurie Potts](#) – Family Center Director  
*Early Childhood Education*

[Paul Reynolds](#) – Director Emergency Services Training Programs  
*Fire Science*

[Terry Mendez](#) – Program Director, EMT/Paramedic

Terry Mendez	Paramedic	888-1554	Lampa 3
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Shawn Hanlin -Executive Director OCCI  
*Culinary Arts*

Nilda Dovale	Culinary Arts	888-1544	OCCI
Randy Torres	Culinary Arts	888-7258	OCCI
Tina Powers	Baking & Pastry	888-1543	OCCI
Tom Roberts	Culinary Arts	888-1545	Lampa 4
Woojay Poynter	Culinary Arts	888-7305	OCCI
Darrell Folck	Baking & Pastry	888-7314	OCCI

Student Services/Counseling-[Tim Dailey](#)  
*Counselors, Testing Center, Human Development*

Ron Bell	Counselor	888-7407	Stensland 109
Michelle Benoit	Advisor	888-7349	Stensland 110
Carolyn Byrd	SSS Counselor	888-7494	Stensland 106
Tim Dailey	SSS Counselor/ADA Coordinator	888-7439	Stensland 105
Sharon Miller*	Tutoring	888-7301	Randolph 4
Patrick Platt	Advisor/Cooperative Work Experience	888-7272	Stensland 110A
Bev Segner	Counseling	888-7281	Stensland 107

## Academic Calendar 2010-11

<b>SUMMER 2010 (8 weeks)</b>	
May 3	(High School Student Registration begins for summer and fall)
May 18-June 24	Registration begins for summer and fall. <i>Make payment arrangements with Student First Stop Center at time of registration</i>
May 12-26	Advising for Summer and Fall terms
June 14	Monday - Summer bookstore charging begins
June 19	Saturday - Move-In day for housing residents
<b>June 21</b>	<b>Monday - Day and night classes begin</b>
June 24	Thursday - Waitlist completed. See instructor.
June 24	Thursday - Last day to register without instructor consent
July 1	Thursday - Last day for refunds and to withdraw without being assigned a "W" (For course length 5 weeks or longer)
July 1	Thursday - Fin. Aid students must complete all add/drops, including waiting list classes, for correct check disbursement (funds disbursed based on today's enrollment status)
<b>July 5</b>	<b>Monday - CAMPUS CLOSED - INDEPENDENCE DAY HOLIDAY</b>
July 8	Thursday - Fin. Aid disbursement begins
July 29	Thursday - Last day to change to audit
Aug 4	Wednesday - Last day to withdraw
Aug 5	Thursday - Fall Graduation Applications due
Aug 9-12	Monday - Thursday - Final exam week
Aug 9-12	Monday - Thursday - Textbook buyback. MONDAY & TUESDAY RECEIPT REQUIRED; WEDNESDAY - THURSDAY NO RECEIPT REQUIRED. Buyback will be extended for classes that continue past August 12 <sup>th</sup> .
Aug 12	Thursday - Last day of classes
Aug 14	Saturday - Check-Out Day for housing residents
Aug 16-Sept 26	Term Break
Aug 25	Grades available via WebAdvisor

Note: Academic calendar subject to change. Please check the Schedule of Classes each term for registration information.

The campus will be closed on Fridays during the summer beginning June 18, 2010 through August 27, 2010.

\* FA disbursements have altered dates.

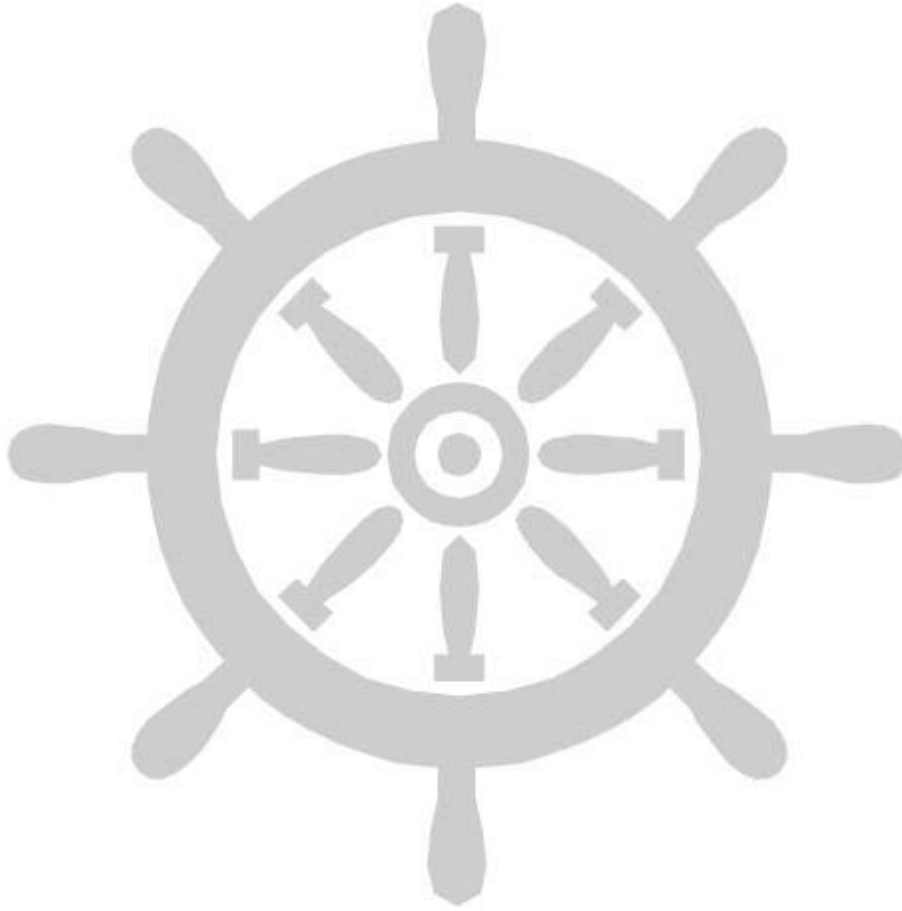
Online registration cut-off dates (other than Southwestern's) are set by the Oregon Community College Distance Learning (OCCDL) and are subject to change.

<b>FALL TERM 2010 (11 weeks)</b>	
May 18-Oct 1	Registration begins for fall. Make payment arrangements with Student First Stop Center at time of registration
<b>Sept 6</b>	<b>Monday - CAMPUS CLOSED - LABOR DAY</b>
<b>Sept 16</b>	<i>Thursday – Faculty Return to Campus -IN-SERVICE</i>
<b>Sept 17</b>	<b>Friday – CAMPUS CLOSED – IN-SERVICE continues</b>
Sept 20-22	IN-SERVICE Continues
Sept 20	Monday - Fall bookstore charging begins
Sept 24	Friday - Move-In day for housing residents
Sept 25	Student Services offices open
Sept 25	Saturday - New Student Orientation
<b>Sept 27</b>	<b>Monday - Day and night classes begin</b>
Sept 30	Thursday - Waitlist completed. See instructor.
Sept 30	Thursday- Last day to register without instructor consent
Oct 8	Friday - Last day for refunds and to withdraw without being assigned a “W” (For course length 5 weeks or longer)
Oct 8	Friday - Fin. Aid students must complete all add/drops, including waiting list classes, for correct check disbursement (funds disbursed based on today’s enrollment status)
Oct 15	Friday - Fin. Aid disbursement begins
Nov 5	Friday – Winter Graduation Applications due
Nov 5	Friday - Last day to change to audit
<b>Nov 11</b>	<b>Thursday - CAMPUS CLOSED - VETERAN'S DAY</b>
Nov 17- Dec 1	Advising for Winter term
Nov 23-Jan 7	Registration for Winter term begins. Make payment arrangements with Student First Stop Center at time of registration
<b>Nov 25-26</b>	<b>Thursday– Friday CAMPUS CLOSED-THANKSGIVING</b>
Dec 1	Wednesday - Last day to withdraw
Dec 6	Monday - Southwestern Foundation General Scholarship. <i>Applications available for 2011-2012</i>
Dec 6-9	Monday – Thursday - Final exam week
Dec 6-10	Monday – Friday - Textbook buyback. MONDAY & TUESDAY RECEIPT REQUIRED; WEDNESDAY - FRIDAY NO RECEIPT REQUIRED
Dec 11	Saturday - Last day to check out of Student Housing
Dec 13	Winter Bookstore charging begins
Dec 13- Jan 2	Monday - Term Break
Dec 15	<i>Grades available via WebAdvisor</i>
<b>Dec 22-Jan 2</b>	<b>CAMPUS OFFICES CLOSED</b>

<b>WINTER TERM 2011 (11 weeks)</b>	
Nov 23- Jan 7	Registration for winter term. Make payment arrangements with Student First Stop Center at time of registration
<b>Dec 13</b>	Monday - Winter bookstore charging begins
<b>Jan 2</b>	Sunday - Move-In day for housing residents
<b>Jan 3</b>	<b>Monday - Day and Night classes begin</b>
Jan 6	Thursday - Waitlist completed. See instructor.
Jan 7	Friday - Last day to register without instructor consent
Jan 14	Friday - Last day for refunds and to withdraw without being assigned a "W" (For course length 5 weeks or longer)
Jan 14	Friday - Fin. Aid students must complete all add/drops, including waiting list classes, for correct check disbursement (funds disbursed based on today's enrollment status)
<b>Jan 17</b>	<b>Monday - CAMPUS CLOSED – DR. MARTIN LUTHER KING, JR. DAY</b>
Jan 21	Friday- Fin. Aid disbursement begins
Feb 4	Friday – Spring Graduation Applications due
Feb 7	CCSSE Packets in Faculty Mailboxes (first week of Feb.)
Feb 8-18	Advising for Spring term begins
Feb 11	Friday - Last date to change to audit
Feb 15- April 1	Registration for spring term begins
<b>Feb 21</b>	<b>Monday - CAMPUS CLOSED - PRESIDENT'S DAY</b>
March 1	Tuesday- Southwestern Foundation General Scholarship Application deadline for 2011-2012
<b>March 4</b>	CCSSE Surveys Due (complete)
March 9	Wednesday - Last day to withdraw
March 14-17	Monday – Thursday - Final exam week
March 14-18	Monday - Friday - Textbook buyback. MONDAY & TUESDAY RECEIPT REQUIRED; WEDNESDAY - FRIDAY NO RECEIPT REQUIRED
March 19	Saturday - Check-Out Day for housing residents <u>not</u> returning spring term
March 21-25	Spring term break
March 23	Grades available via WebAdvisor

<b>SPRING TERM 2011 (11 weeks)</b>	
Feb 15- April 1	Registration for spring term. Make payment arrangements with Student First Stop Center at the time of registration
March 21	Monday - Spring bookstore charging begins
March 25	Friday – Move-In day for housing residents
March 28	Monday - Faculty return to campus
<b>March 28</b>	<b>Monday - Day and Night classes begin</b>
March 31	Thursday - Waitlist completed. See Instructor
April 1	<b><i>Friday - Last day to register without instructor consent</i></b>
April 8	Friday - Last day for refunds and to withdraw without being assigned a “W” (For course length 5 weeks or longer)
April 8	Friday - Fin. Aid students must complete all add/drops, including Waiting list classes, for correct check disbursement (funds disbursed based on today’s enrollment status)
April 15	Friday -Fin. Aid disbursement begins
May 6	Friday – Summer Graduation applications due
May 6	Friday - Last day to change to audit
May 11-25	Advising for Summer and Fall terms – returning students
May 17	Registration begins for Summer and Fall terms
<b>May 30</b>	<b><i>Monday –CAMPUS CLOSED-MEMORIAL DAY</i></b>
June 1	Wednesday - Last day to withdraw
June 1	Wednesday - Student Awards Convocation (7-9 pm)
June 6-9	Monday – Thursday - Final exam week
June 6-10	Monday – Friday - Textbook buyback. MONDAY & TUESDAY RECEIPT REQUIRED; WEDNESDAY - FRIDAY NO RECEIPT REQUIRED
<b>June 10</b>	<b><i>Friday - Commencement</i></b>
June 11	Saturday - Check-Out Day for housing residents not returning summer term
June 13-17	Term break
June 15	Grades available via WebAdvisor

# TEACHING INFORMATION



## Archiving Guidelines for Faculty

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### *Intent*

To ensure student privacy by providing faculty with record keeping guidelines and providing a secure and convenient way to dispose of records.

### *Steps/Responsibilities*

- Instructors are to keep all unreturned, graded assignments for 90 days after the final grade has been submitted as students have up to 90 days to appeal a final grade.
- The official record copy for the College is the electronically submitted end of term grades in Datatel.
- Grade books should be turned into the Registrar's office at the Student First Stop Center for storage in the vault whenever a faculty member leaves the College or no longer wants to store grade books over a year old.
- Student advising records are to be kept for one academic year after the last year the student was enrolled.
- All material containing a grade, a student's academic information, or a student I.D. number are to be placed in a confidential shredding barrel. This includes advising information from ESPS, green bars with student I.D. numbers or placement scores, and all papers and tests with grades and students' names.

### *Outcomes*

Ensures Southwestern protects students' privacy.

## Academic Notification

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To help students be successful, the Academic Notification System has been developed to monitor the academic progress of students. The Academic Notification System is a three-step process designed to alert students to potential lack of progress during their academic career.

**Step 1 – Academic Notification** – This status results when the student's term grade point average (GPA) is below satisfactory progress (2.0) or the student has received two or more "U", "R", or "F" grades on one term.

**Step 2 – Academic Probation** – If the student has received academic notification status and the term GPA is again below 2.0 or the student has received two or more "U", "R", or "F" grades in one term, the student is placed on academic probation. (The student will continue on probation until the cumulative GPA is 2.0 or higher, provided that satisfactory progress is maintained during this time.)

**Step 3 – Academic Suspension** – If, during any term while on probation (or previous suspension), the student does not make satisfactory progress, the student will be suspended. This status results when the term GPA and current cumulative GPA are below 2.0.

## Academic Plagiarism and Cheating

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The following information should be included in all syllabi and distributed to students at the first class session:

Academic Dishonesty: Plagiarism and Cheating: The policy of the Board of Education of Southwestern Oregon Community College on Student Rights, Student Code of Conduct, and Student Grievance Procedure outlines penalties ranging from admonition through expulsion for violations including plagiarism and academic cheating. In the policy academic plagiarism is defined as: "The intentional submission for evaluation to a college instructor or administrator of material based, in significant part, on work done by someone other than the submitter without reasonable written indication to the evaluator of the material's true source." Academic cheating is defined as "The intentional submission for evaluation to a college instructor or administrator of material based, in part, on a source or sources forbidden by generally accepted standards or by regulation established by the evaluator and disclosed in a reasonable manner." The complete policy, penalties, and recourse through the Grievance Procedure can be found in the Student Handbook located on the web at <http://www.socc.edu/studentlife/pgs/bm~doc/socc-hb.pdf>

## Add/Drops

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Students will need the instructors' signatures on the add/drop form to add courses after the first week of the term. A student may withdraw from a course or from college through the end of the second week of the term or within the course's refund period without responsibility for a grade. Withdrawing after the refund period will result in a "W" grade on the students' transcripts. Students may withdraw until the Wednesday

before finals week without instructor consent. Students are strongly encouraged to consult the instructor before withdrawing to ascertain their status in the course.

## **Administrative Withdrawal of Students**

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Students who miss the first meeting of a course may be administratively withdrawn at the instructor's request. Students are responsible for withdrawing from courses they no longer wish to attend. Students need to withdraw within the published withdrawal period, or grades will be issued and the students will be responsible for payment of all charges. Students who miss the first course meeting and have made prior arrangements with the instructor will remain enrolled in the course.

The College reserves the right to administratively withdraw a student for poor academic progress, failure to meet financial obligations, failure to attend courses or inappropriate behavior. Students who are administratively withdrawn from their courses after the refund period still are responsible to pay for the courses. It is the student's responsibility to formally withdraw within the refund period if he or she does not wish to be billed for the courses. Billing statements and/or withdrawal notifications are sent to students each month.

Any student whose behavior disrupts the educational process of a course can be administratively withdrawn from that course. It is the procedure of Southwestern Oregon Community College that an individual will be subject to involuntary administrative withdrawal from campus and related instruction if it is determined, by clear and convincing evidence, that the individual is suffering from a physical, emotional and/or behavioral disorder and as a result of the disorder engages or threatens to engage in behavior which:

- Poses a danger of causing physical harm to self or others;
- Could cause property damage; or
- Could directly and substantially impede the educational process and/or the lawful activities of others.

The College reserves the right to request for good cause a physical, psychological or psychiatric examination of a student any time the examinations may be in the best interest of the College and/or the student. The College shall pay for the examinations. See also CLASS ROSTERS.

## **Advanced Placement**

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See Placement Tests. Southwestern is working to provide credit for prior work experience.

## **Advising (Directed at Full-Time Faculty only)**

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Tenured, tenure track and visiting faculty members shall normally be assigned student advisees. Credit for advising and the assignment of advisees is located in Articles 12.10 and 12.11 of the Faculty Collective Bargaining Agreement.

Advisor training for new and returning faculty occurs during Fall In-Service. The Director of the Teaching and Learning Center coordinates and provides follow-up as needed. New advisors receive special training at in-service and are partnered with an experienced faculty mentor. For additional information regarding advising, see your supervisor or Director of the Teaching and Learning Center located in Tioga Hall, Room 103 or (541) 888-7137.

A [Faculty Advisor Colleague Training Manual](#) is available online on the Faculty Information webpage.

## **Americans With Disabilities Act (ADA)**

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(Coordinator--888-7439) The Americans with Disabilities Act (ADA) is a priority of this institution. The College is committed to providing equal employment and educational opportunities to disabled persons who are qualified for jobs, which are within their capability to perform, with or without reasonable accommodation. No individual will be discriminated against because of a physical or mental disability that does not affect his or her ability to perform the job with or without reasonable accommodation. Employment and advancement decisions will be based solely on each person's job qualifications and/or job performance. All applicants and employees who believe themselves to be covered by the Rehabilitation Act of 1973 as amended, and the Americans with Disabilities Act of 1990 and who wish to benefit under an equal opportunity program, are invited to identify themselves to the Equal Opportunity Officer. Please contact the Office of Administrative Services at 888-7206 for more in-depth information including the booklet: Working With Students Who Have a Disability.

## **Articulation**

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Various programs throughout the College's curriculum have formal articulation agreements with universities in the state and the region. It is our goal to continue and extend those articulation agreements.

## **Attendance**

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You may base grades on the attendance of your students. If you grade on attendance, you are required to take attendance and keep records. You may also use participation in addition to or in lieu of attendance in the evaluation process. If participation is included, it needs to be in your grading structure and on your course syllabus.

## **Auditing Classes**

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Audit is an enrollment status. It differs from being enrolled for credit in that students may audit a course without responsibility for a grade. The student may participate fully in class activities but will not be required to take tests or complete assigned projects, and will not earn credits. An audited course will not fulfill prerequisite requirements.

The following guidelines apply to auditing:

A student may audit a course if he/she has met the prerequisites for the course.

- Financial aid and veteran students will not receive funding for courses audited.
- A student auditing courses participates fully in the courses but is not required to take tests and does not receive grades.
- Registration cannot be changed at a later date in order to obtain credit for courses audited.
- Students registering for credit will not receive a tuition refund if they choose to change their enrollment status to audit during the term.
- Audit allows students to register for a course or courses at a discounted rate (one-half of the regular tuition) on a space available basis. Registration of audit status is required within the refund period.
- Only students with an original audit status will receive the tuition discount.
  - Discount applies to tuition only; students are responsible for all course fees. Some classes are not eligible for this discount because they have prerequisites or require admittance to a program (i.e. Nursing). Some classes are fee based rather than tuition (i.e. web classes, OCCI and community education classes that are self-supporting) and are excluded from the discount.

## Cancelled Classes

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The College reserves the right to cancel classes that do not meet the minimum enrollment. The part-time faculty of a cancelled credit course may receive some compensation upon the request of your supervisor. If the class is cancelled, the College will attempt to inform students using their SWOCC email. However, you should meet with the class at the next regularly scheduled time after the cancellation occurs to make sure students are informed as requested by your Associate Dean or supervisor. Part-time faculty is compensated for the time they have met with the class. In order to comply with the full-time faculty contract, it may be necessary to reassign a full-time faculty member to a course that a part-time faculty member was originally scheduled to teach.

## Roster Review Using WebAdvisor

You are required to review your class rosters through WebAdvisor by the end of the first week of each term. You may also access your class lists through Colleague using the recommended mnemonic SRSI. If a student appears on your roster, but the student has not been attending your class, you must notify the Student First Stop Center immediately to have the student administratively withdrawn. Email the Student First Stop Center at [first.stop@socc.edu](mailto:first.stop@socc.edu), or send by mail a list of your students who need to be administratively withdrawn from your classes. If you have any questions, please call the Student First Stop Center at 888-7352 or 888-7221. If a student does not appear on your roster, but the student has been attending your class, notify the student of this. The student will need to add the class before the end of the term by returning an instructor signed Add/Drop Slip to the Student First Stop Center. You may also request the student be added to your class by email or mail. Please note that a student who adds a class after the end of the term will be charged a \$250 fee.

To access WebAdvisor you will need to use your WebAdvisor ID and password. If you are unsure of your ID, go to the WebAdvisor website and click on “What’s my user ID”.

If you need your password, please call 888-7425. If you need a computer with Internet capabilities, you may use a computer in the computer lab, library or Lampa 1. If you are having difficulties accessing WebAdvisor or your ID and password, please contact the Integrated Technology Services Department at 888-7425 for instructions on using WebAdvisor. The WebAdvisor website is: [www.socc.edu](http://www.socc.edu). **See Appendix I for specific details.**

## Faculty Absences

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**Should you need to cancel one class session for any reason, you must inform the College.** Please remember to call in your absences and class cancellations to the Office of Instruction with as much advance notice as possible.

The regular number to call is **(541) 888-7424** during regular campus hours.  
If you are calling before 8 a.m. please call **(541) 888-7214**.

It is important to call in your absence before 8:30 am. for daytime classes and before 5 p.m. for evening classes so the cancellation can be processed.

If your absence allows for a day or two of notice, your respective Associate Dean will be notified in case there is a possibility of scheduling coverage.

Students are notified of your absence and class cancellation(s) several ways, all initiated from your phone call into the Office of Instruction:

- 1) A Yellow Cancellation Card is posted on the door of your class(es).
- 2) The Class Closure voice message line is updated to include your name, class name, date and time of cancellation. *Students access this information by dialing 888-1503 and pressing option #2. The message is updated by 8:30 am each morning.*
- 3) [Class Closure Information](#) is linked at the bottom of the front page of the SWOCC website. *Students can access this information anytime after 8:30 a.m.*
- 4) A group email notice is sent to Associate Deans, Department Secretaries, and the Switchboard notifying each that you are not available on campus.
- 5) When circumstances allow, the ConnectEd Notification System is used to notify students via email and a text message that their class is cancelled. *Usually, this system is used when there is at least one hour between the time you call in your absence and the time your first class is due to begin.*

## Classroom Order and Morale

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Establish a positive learning environment by being flexible, by having well planned and integrated lessons, by considering student problems and questions, by being available to help students, by giving clear expectations, and by considering student feedback. Part of

a positive learning environment includes reducing the avoidable disruptions caused by student conduct. In order to maintain an environment conducive to learning without unnecessary distractions, maintain an adult level of discourse, and provide for the safety and security of those using college facilities, children and babies are not allowed in the classroom and laboratory facilities of Southwestern Oregon Community College except for those facilities specifically designed and/or engaged for their use. Instructors may make individual exceptions in classes for short periods of time (one or two days) on a case-by-case basis.

If issues arise due to order and morale, see the Southwestern Guidelines for Classroom Management and the Students Rights and Responsibilities/Conduct Code available online at <http://www.socc.edu/studentlife/pgs/bm~doc/socc-hb.pdf> .

## Guidelines for Classroom Management

Precipitating events	Distressed Behavior	Disruptive Behavior	Dangerous Behavior
Observable Symptoms	<p>Student demonstrates distressed behavior but does not disrupt the class.</p> <p>Distressed behavior includes:</p> <p><i>Anxiety, irritation, depression, or an inability to concentrate.</i></p>	<p>Student demonstrates inappropriate behavior that disrupts class.</p> <p>Disruptive behavior includes:</p> <p><i>Unrelated or bazaar comments, defiance, verbal abuse, written abuse, anger or focusing attention on self.</i></p>	<p>Crisis event</p> <p>A crisis event exists whenever a person's behavior poses imminent danger of...</p> <p>*Causing harm to self or others, or</p> <p>*Impeding the lawful activities of other members of the campus community or causing significant property damage, or</p> <p>*Interfering with the health, safety or well being of other members of the SOCC community.</p>
	↓	↓	↓
Initial Classroom Response	<p>Speak with a student privately and confidentially. Express concern.</p> <p>Clarify appropriate classroom behavior and set expectations.</p>	<p>Speak with student privately and confidentially. Express concern.</p> <p>Clarify appropriate classroom behavior and set expectations.</p>	<p>Protect safety of others and self, if possible.</p> <p>Buy time with the student by talking Calmly and with concern.</p>
	↓	↓	↓
Initial Student Follow-up and Contact Referral	<p>Inform Student of assistance on campus through counseling, disability services, and other Student support services. Arrange an appointment or walk them over to Stensland Hall or call a counselor at ext. 7405 or 7371</p>	<p>Inform student of assistance on campus through counseling, disability services, and other student support services. Arrange an appointment at ext. 7405 or 7371 or walk them over to Stensland Hall. The student may be asked to leave for the remainder of the class. If student refuses, call public safety at ext. 7399</p>	<p><i>Call Public Safety Emergency Ext. 7399</i></p> <p><i>Or Public Safety's cell phone at 541-297-4200</i></p> <p>OR</p> <p><i>Ext. 7911 if life threatening</i></p> <p><i>Then a counselor at Ext. 7405 – 7407 – 7371</i></p>
	↓	↓	↓
Documentation	<p>Document incident. If pattern develops or in extreme cases file an "Incident of Concern" form with the Dean of students.</p>	<p>Document Incident.</p> <p>File an "Incident of Concern" form with the Dean of Students.</p>	<p>Call Dean of Students for notification of event and document incident file with "Incident of Concern" form.</p>
	↓	↓	↓
Student Follow up	<p>If distressed behavior persists to the point where it disrupts class, sanctions referred to in the disruptive behavior column may be followed.</p>	<p>Instructor may also require the student to meet with the Dean of Students to identify and set conditions for his/her return to class. Any discipline imposed will occur pursuant to the provisions of the Code of Conduct.</p>	<p>Vice President of Instruction notified immediately</p> <p>And appropriate conditions set pursuant to the provisions of the Code of Conduct.</p>
	↓	↓	↓
De-brief	<p>Instructor invited to meet with Dean of Students or Instructional Director or Vice President of Instruction to de-brief.</p>	<p>Instructor invited to meet with Dean of Students or Instructional Director or Vice President of Instruction to de-brief.</p>	<p>Instructor invited to meet with the Dean of Students or Instructional Director or Vice President of Instruction to de-brief.</p>
<p><b>All courses regardless of the mode of delivery follow the same guidelines. Please adapt communication to student in distance classes.</b></p> <p><b>In case of life threatening behavior, contact 911.</b></p>			

## Permanent Student Removal

Students can only be permanently removed from class or receive an “F” as a consequence after their rights for due process have been provided. Refer to the Students Rights and Responsibilities/Conduct Code available online at:

<http://www.socc.edu/studentlife/pgs/bm~doc/socc-hb.pdf>

## Emergency/Support Services

Area to Contact	Phone Number	Location on Campus
Public Safety Emergency	7399 or 297-4200 Night and Emergencies Only	Maintenance/Safety Area
Life threatening	7911	
ADA	7405 7439 7371	Stensland Hall
Counseling	7405 7407 7439	Stensland Hall
Vice President of Administrative Services	7206 7233 297-4202 Emergencies only	Tioga 5 <sup>th</sup> Floor
Vice President of Instruction	7424 7417	Tioga 5 <sup>th</sup> Floor
Instructional - General Assistance	7369	Randolph 11C
Student First Stop	7352 7423 7221	Dellwood Hall Front Lobby
Testing	7371 7405	Stensland Hall

## Colleague and Network Neighborhood

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Colleague is the administrative network system that contains student and employee information among other things.

Network Neighborhood contains individual department files set up for sharing information between faculty, staff, and students. This includes forms, shared files, student work assignments, etc.

## Computer Software Copyright Protection

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The College adheres to copyright laws and complies with all license agreements and/or policy for equipment and software leased by the College.

- Under no circumstances shall illegal copies of copyright software be made or used on college equipment.
- Faculty are expected to adhere to the College’s software copyright policy.
- The President and the Vice President of Administrative Services are designated as the only individuals who may sign license agreements for software used within the College.
- A backup copy of software is permissible in order to archive the original to help prevent the loss of software due to disk damage or virus attacks.
- One copy of a software package may NOT be installed on more than one

computer unless covered by a license agreement.

- Users may examine a software package currently in use at the College for a period not to exceed 30 days to determine the desirability of purchasing the software. After the trial period, the software will be removed.

## Confidentiality of Student Records

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The College maintains the confidentiality of all student records in accordance with the following information. The 1974 Family Education Rights and Privacy Act (FERPA), and OAR 581-41-400 through 581-41-530 are designed to protect the confidentiality of student records and student access to those records. Under the provisions of the Act, the educational institution must designate what information may be released as directory information without the written consent of the student and protect the confidentiality of all other information in student records. It is the intent of Southwestern Oregon Community College to designate the following data as directory information that will be released without the written consent of the Student:

- student's full name
- the fact that the student is or has been enrolled in the College
- local and permanent address(es), mailing address(es) and telephone number(s)
- date and place of birth
- participation in officially recognized activities and sports
- weight and height of members of athletic teams
- date of attendance
- class level
- major field of study
- number of credit hours (not grades)
- degrees and awards received
- the most recent educational institution attended by the student
- job title(s) and dates of employment for student employees who have been or are paid from college-administered funds
- photographs

The student may refuse to permit the release of directory information by filling out the appropriate form in the Student First Stop Center. A request to withhold this information will remain in effect until the Student First Stop Center receives written instructions from the student to remove the hold.

### Exceptions

Parents and/or guardians of students who are under 18 years of age will be given access to directory information as well as all other personally identifiable information on the student unless the student specifically requests otherwise. No information except directory information will be released for students who are 18 years of age or older without the student's written consent.

Directory information and other personally identifiable student information may be released to college officials who have a legitimate educational interest. The president of the College may release personally identifiable student information to appropriate

persons in connection with an emergency if knowledge of such information is necessary to protect the health or safety of persons and/or safety of property.

Directory information and other personally identifiable information may be released to branches of the military service under the Solomon Amendment. A student who believes that information contained in his/her education records is inaccurate, misleading or violates the privacy or other of his/her rights may request that his/her records be amended. However, no hearing under this policy shall be granted for challenging any grade, except the accuracy of its recording. (For further information, refer to "Policy on the Confidentiality of Student Records" in the Student First Stop Center.

More information outlining FERPA can be found online at:

<http://www.socc.edu/firststop/pgs/ferpa/index.shtml>

**The following is extremely important:**

- Do not discuss student's performance with their parents or guardians. Any exception to this rule needs to go through the Student First Stop Supervisor's office at 888-7221.
- Do not discuss any student's performance with other students or the general public.
- Do not post grades.
- Do not distribute student's work without protecting confidentiality of students.
- Do not leave student's work anywhere outside of your office for student to pick up. For example, leaving student work outside your door in a box or in your mailbox or any manner that students would have access to other student's work.

## CEUs and PDUs

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CEU (Continuing Education Unit): To be eligible for CEUs the activity must meet the following criteria:

1. The content must be planned in response to a demonstration of education needs for a target audience.
2. The activity must provide specialized, continuing, or advanced instruction in areas of previously certified or otherwise formally recognized professional knowledge and skill.
3. The course must be taught by qualified presenters with documented education and/or expertise in the subject.
4. A course outline and a syllabus must be developed and be reviewed and approved for both content quality and the requested number of CEUs by a licensed state or national association representing the profession or industry as appropriate.
5. The Office of Instruction must approve the course outline and syllabus prior to advertising or offering the activity to insure that CEU criteria are met.
6. Grading will be by Pass/Fail only. CEUs may not be converted to credit.
7. “A Continuing Education Unit (CEU) is defined as ten (10) contact hours of participation in an organized, continuing education experience under the responsible sponsorship of capable, directed and qualified instruction.”

PDUs (Professional Development Units) To be eligible for Southwestern’s PDUs the activity must assist students in the following areas:

1. Continuation of certification in teaching or other professions requiring PDUs.
2. Professional and career development.
3. Personal development as necessary for advancement in employment.

A PDU is defined by the certifying organization. In the case of the Oregon Teachers Standards and Practices Commission, a PDU is defined as follows:

1. One clock hour per unit of instruction = 1 PDU
2. One quarter hour of college or university credit= 20 PDUs
3. One semester hour of college or university credit= 30 PDUs
4. Grading will be by pass/fail only.
5. PDUs may not be converted to credit. However, credit may be awarded through the challenge procedure outlined in the College catalog, and appropriate tuition and fees will be charged accordingly.
6. PDU classes may be taken for university credit when so approved by the university in advance. The University will specify additional course requirements. The fees and tuition are charged separately and the registration process handled by the university.

## Course Outline

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A course outline describes specific outcomes, objective context methodologies, and assessment for a course of study within a curriculum. Outlines describe the purpose and scope of the class, number of hours, skills and knowledge outcomes expected, as well as the grading options. A part of the syllabus is constructed from this outline.

Copies of active and inactive courses are available from the [Curriculum Technician](#) in the Office of Instruction. How to create a course outline, sample copies of for Credit and Non Credit outlines, terminology to use, the course outline update/inactivation process, adding new materials to the library and the diversity requirements forms are included in Appendix A of this handbook. Course Outline templates can be found on the Faculty information webpage:

<http://www.socc.edu/academics/pgs/office-of-instruction/faculty-information/index.shtml>

## **Disciplinary Procedures**

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Southwestern Oregon Community College has established standards of disciplinary action. Violation of the established standards of employee conduct may result in disciplinary action, up to and including discharge from Southwestern Oregon Community College.

This procedure applies to all Southwestern Oregon Community College employees. This procedure statement contains the established guidelines for disciplinary action. The four steps in progressive disciplinary action are: 1) verbal warning, 2) written warning, 3) suspension, and 4) termination.

The purpose of corrective supervision and progressive discipline is to correct and resolve employee performance problems while treating the employee as a productive member of the staff. The purpose of disciplinary action is not to punish the employee. If employee performance problems continue, the ultimate severing of the employment relationship must be handled in a legal and business-like manner.

All employees should be thoroughly oriented to their positions and should understand standards of performance, job expectations and their specific tasks and responsibilities. An employee may not be aware of certain facts that the supervisor considers common knowledge. Employees should understand their status and the rules and regulations regarding employee conduct, attendance, hours of work, leaves of absence, and salary. A supervisor should be able to explain the rules and regulations in a reasonable and understandable way. All rules should apply to all employees consistently and fairly. Corrective action should match or equal the infraction. The purpose of disciplinary action is to correct the situation, not to punish the employee or cause a new problem. Do not let problems build up. Delaying action wastes time and may imply a flexibility of the rules that does not exist.

Prior to any action being taken, the supervisor must hear the employee's side of the story. This is essential to the supervisor's decision as to what course of action will be selected or recommended.

Prior to meeting with the employee, the supervisor should review the following steps to determine if disciplinary action is justified:

- Do you have all the necessary information concerning the incident/situation?
- What rule/policy/procedure/standard was violated?

- Are you confident that the employee was aware of the rule/policy/procedure/standard?
- Where and when did it happen?
- Are there witnesses?
- Are there extenuating circumstances?
- What is the employee's performance and behavior history?
- Has the rule/policy/procedure/standard been fairly enforced for others in the past?
- Is this a new enforcement?
- What is the department policy/practice?
- How serious is the infraction on its own merits?
- 

Any action taken must be well documented, if possible. The documentation must include all of the circumstances involved and a record of your actions and its results. Consider the action you take from the employee's point of view of the situation.

The following are examples of methods of disciplinary action that may be taken. In determining the most appropriate action to take, all circumstances must be considered. Informal disciplinary action usually precedes any formal action. The supervisor, in a non-threatening but serious manner, informs the employee that his/her performance is not satisfactory and what must be done to make it satisfactory. The supervisor documents the conversation including the date and substance of the conversation. All informal discussions should be conducted in private and should be specific. The act is to be criticized—not the person. Give the employee an opportunity to plan a course of action to correct the problem. Let the employee know that you have confidence in his/her ability to correct the problem.

If such a session does not correct the situation then a more severe action may be considered. The supervisor may seek formal disciplinary action, such as a verbal warning.

At this stage of the disciplinary procedure, formal disciplinary action, the employee needs to be told that he/she has the right to have his/her bargaining representative present for any questioning about the incident(s) or during the verbal warning, or subsequent warnings. It is critical that the employee be represented during formal disciplinary action. The employee can ask for union representation at any stage of disciplinary action. The Director of Human Resources should be contacted to assist in the preparation of the verbal warning.

The verbal warning must contain the following elements:

- A clear statement of the problem
- A review of previous informal discussions
- A statement of what performance, change, or behavior is expected of the employee
- It may contain statements as to what the employee has verbally agreed to do
- An indication that a record of the verbal warning will be written down, dated, and included in the employee's personnel file

If the employee does not improve or correct the problem after the verbal warning, then the second step in formal disciplinary action is the written warning. At this point in the disciplinary process, the employee may realize the seriousness of the problem and the possible consequences of his/her action and correct the situation.

The written warning must contain the following elements:

- A clear statement of the problem
- A record of the verbal discussions or verbal warnings
- A statement of the action required or expectation of performance required immediately from the employee
- The consequences of continued problems
- An indication that a copy of this written warning will be placed into the employee's personnel file

In your discussion with the employee regarding this written warning, you should again solicit a corrective action plan. Have the employee write the plan down and suggest they use it for future reference. The Director of Human Resources should be contacted to assist in the preparation of the written warning.

If the employee does not improve or correct the problem after one written warning (or more if appropriate), the supervisor may seek further disciplinary action. The third step in progressive discipline is a final written warning and suspension without pay for an appropriate number of days. In determining the appropriate number of days for a suspension, all factors must be considered. The rule of thumb for the length of a suspension is between three and five days. The suspension is to be documented, referencing the dates that the suspension is to begin and to end. The recommendation for the suspension is prepared in writing by the supervisor and submitted to the appropriate administrative person and to the Director of Human Resources.

If the situation is not corrected, the supervisor should request the fourth step in the progressive disciplinary process, termination. This request should also be processed through the appropriate administrative person who will work with the Director of Human Resources in gathering the necessary documentation. The appropriate Vice President or the President will make any final decision about termination.

The progressive disciplinary procedure is one which requires careful attention to detail and to documentation. The Just Cause Standards must be met:

- Was the employee adequately warned of the consequences of his/her conduct?
- Did management investigate before administering the discipline?
- Was the investigation fair and objective?
- Did the investigation produce substantial evidence of proof of guilt?
- Were the rules, orders and penalties applied even-handedly and without discrimination?
- Was the penalty reasonably related to the seriousness of the offense and the employee's past record?

Notwithstanding the foregoing procedures, formal disciplinary action may be taken at any time or step depending upon the totality of the circumstances.

## Discrimination and Harassment

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It is the policy of Southwestern Oregon Community College Board of Education that there will be no discrimination or harassment on the grounds of race, color, gender, marital status, sexual orientation, religion, national origin, age, political affiliation, parental status, veteran status or disability in any educational programs, activities or employment. Persons having questions about equal opportunity and nondiscrimination should contact the Vice President of Administrative Services in Tioga 512. Phone (541) 888-7206 or TDD (541) 888-7368. All other issues, concerns, and complaints should also be directed to the Vice President of Administrative Services for referral to the appropriate administrator. Policies are included in Appendix E of this handbook.

**Harassment:** Any conduct that has the purpose or the effect of unreasonably interfering with an individual's education or performance of duties or creates an intimidating, hostile, or offensive environment. This conduct applies to race, color, religion, national origin, political affiliation, age, sex, marital status, veteran status, parental status, disability, or sexual preference.

**Sexual Harassment:** Sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature when:

1. submission to such conduct is made either explicitly or implicitly a term or condition of the provision of services or of an individual's employment;
2. submission to or rejection of such conduct by an individual is used as a basis for employment decisions or as the basis for a grade or other decisions affecting students;
3. the conduct has the purpose or effect of unreasonably interfering with an individual's performance of duties or creates an intimidating, hostile, or offensive environment.

A typical response to an accusation of sexual harassment is immediate removal from campus duties and the campus or classroom site while an investigation into the allegations is made.

## Disruptive Students in the Classroom

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Dial: 7-911 or use black security phone (for faculty on campus.)

You have the authority to remove a student from the classroom if the student is creating a disruption in the learning process or is endangering herself/himself or others. If the student refuses to leave, call Security using one of the black security phones located in each building or dial 7-911. You can also dismiss class if you are unable to reach security or feel the student is a danger.

Counselors are available to attend your class to observe the student if you want assistance in assessing the student's mental state. If you are able to suggest to the student that he/she talks to a counselor, you can always walk the student to the Counseling and Testing Center, Stensland Hall.

Removal of the student from the classroom is a temporary measure. The Vice President of Instruction can approve permanent removal of the student.

## Early Alert and Mid-Term Grading

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*(For Early Alert - Stensland 104, 541- 888-7419)*

Instructors have the capability to give mid-term grades through WebAdvisor. Using the same system, instructors can also generate Early Alert letters that will be sent by Educational Support Programs and Services (ESPS) to any students who are having difficulty in the instructor's class due to poor performance or poor attendance. The Early Alert letters inform the students that they are in academic jeopardy in one or more of their classes. The letters remind the students of resources that are available to them on campus and recommend that they contact their instructor and advisor to come up with a plan to successfully complete their classes. **Entering a grade of D, F, or IU will result in an Early Alert letter being generated that will be sent to the student. This is the only way to generate an Early Alert letter.**

## E-Learning

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The Teaching and Learning Center offers training and support for full and part-time faculty to develop totally online and/or hybrid courses (online/face to face) and/or web-enhanced (additional classwork online). Each term, the department offers workshops on ANGEL (course management system) and a variety of other technology /tools to support teaching and learning. Contact the office at (541) 888-7345 or your Associate Dean for more information.

## Employee Assistance Program (EAP)

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**541-269-5077**

This program can provide help for you and your family in a confidential setting outside your workplace. It can help you with personal problems before your job performance is affected. Seeking counseling does not jeopardize job security or promotional opportunities. Contact with the EAP is confidential. Many choices of counselors are available. Complete information about the Southern Oregon Employee Assistance Program is located at <http://www.socc.edu/hr/pgs/soeap/index.shtml>

## Employee Recognition

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(541) 888-7259 (Tioga Hall, Room 511)

Southwestern has a positive employee recognition program that is made up of many different components. For detailed information, see your supervisor or the College of Remarkable Employees (CORE) committee website at <http://www.socc.edu/core/index.shtml>

1. Employee of the Month: The purpose of this committee is to recognize employees for their contributions to student success, contribution to a positive college climate and for their collaboration with other colleagues.

2. Employee Recognition Event/Banquet: This event rotates as either a daytime or evening opportunity for all college employees, retirees and Board Members to gather and receive recognition and awards.
3. Tuition Waivers: All full-time and part-time employees (except part-time faculty) are eligible for tuition waivers to take classes at Southwestern. Their spouses and dependent children are also eligible to use these tuition waivers. Part-time faculty tuition waivers are for the employee only. A sample form is located in **Appendix K** of this handbook.
4. Beginning winter term 2011, Part Time Faculty teaching in the current term can use the Recreation Center for a cost of \$8 per term. In order to access this benefit, Part Time Faculty must complete a Tuition and Fee Waiver Form and register in WebAdvisor for a specific section of PE 185. This Tuition and Fee Waiver Form can be found online: <http://www.socc.edu/hr/pgs/bm~doc/tuition-and-fee-benefit-request---all-staff-2.pdf>

Follow these steps:

- Complete the top half of this form, sign and date. *Supervisor signature is not required.*
- You will be responsible for the \$8 surcharge for this one-credit class. All other tuition and fees will be waived. Please indicate on the Tuition and Fee Waiver Form if you want the fee payroll deducted.
- Turn in the completed form to the Financial Aid Office or email it to [fao@socc.edu](mailto:fao@socc.edu)
- Register for this class through WebAdvisor using PE 185SC 01, synonym 342276. Choose the audit option at registration if you do not want a grade.

In the event that you receive a bill for more than the \$8 surcharge, please contact the First Stop at 888-7352 to have the billing corrected to reflect the surcharge only. If you do not complete the Tuition and Fee Waiver Form, you cannot receive the Recreation Center benefit.

5. Excellence and Innovation in Action: This recognizes an employee's/employees' outstanding work on a
  - a) consistent basis and/or extra effort, valuable ideas that promote efficiency and cost containment for
  - b) the College; to show appreciation for an employee's/employees contribution to the success of the College; and/or to promote excellence and innovation in the College.
6. Degree Salary Supplement: Regular full-time classified employees are eligible to receive an annual supplement of \$600 for possessing an Associate Degree or higher from an accredited college or university.

## Evaluations

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The purpose of the evaluation is to assess the effectiveness of the faculty member as an instructor, assess the performance of job functions as specified in the job description, assist the instructor in the performance of their duties and to encourage/support their professional development.

Evaluations protect students through orderly procedures against prejudiced, arbitrary, or capricious academic evaluation. At the same time, they are responsible for maintaining standards of academic performance established for each course in which they are enrolled.

### Evaluation of Full-Time Faculty

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Full-time tenured faculty are evaluated every three years on a rotational schedule. Probationary (tenure-track) faculty are evaluated annually each fall term. (If problems are noted, all faculty can be evaluated at any time, as needed, and solutions proposed and acted upon.) Specifics on the Faculty Evaluation process can be found in the [Faculty Contract](#) under Article 16, Evaluation. Evaluation planning documentation and timelines can be found on the [Faculty Information](#) webpage.

### Evaluation of Part-Time Faculty Teaching Credit Classes

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All new part-time instructors will be evaluated using student ratings of instruction every term, every class for the first three years of employment. Additionally, if an instructor who has been teaching is given a substantially new assignment; he/she will be evaluated the first term of the new assignment.

After the third successful year of teaching, part-time faculty will be evaluated at least once a year or more frequently if deemed necessary by the appropriate department's supervisor, Associate Dean, or the Vice President.

Evaluations of part-time faculty, as determined by the supervisor, Associate Dean or Vice President will include:

- Student course evaluation
- Self appraisal and/or classroom observation (as deemed appropriate by department supervisor).
- Administrative review of materials collected.
- Meet/share information with the part-time faculty.
- The administrative review will be forwarded to the Vice President of Instruction.

Based on the information gained from the self-appraisals the Associate Deans, will recommend future in-service activities geared to the part-time instructor needs. If the part-time instructor being evaluated believes that they are not being evaluated fairly, they may present their objections to the Associate Dean or supervisor within 15 working days of receipt of the written summary of the evaluation. If the part-time instructor believes that the Associate Dean or supervisor has not properly or adequately dealt with their objections to the evaluation being conducted, they may present any objections to

the Vice President of Instruction within 30 working days of receipt of the written summary of the evaluation.

If the part-time faculty member requests the Vice President of Instruction to review this process, the Associate Dean or supervisor will submit to the Vice President all materials used in the evaluation process.

### **Evaluations of Part-time Faculty Teaching Non Credit Classes**

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Part-time faculty teaching non-credit courses may be directed to evaluate their courses using a customized evaluation for the particular course or workshop. Please contact your supervisor to determine if this applies to you. This excludes part-time faculty teaching Adult Basic Education, GED or English as a Second Language course. Evaluations of courses and workshops will be given the first term that the course is taught and then only on a periodic basis. Instructors will be sent either copies of the evaluations or a tally sheet for their records.

### **Exams, Tests, & Final Exams**

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You are encouraged to design your examination process to become another form of learning. This can be done by the construction of the tests and/or by returning the test in a timely manner so students may use the information as study guides. Be certain to protect rights to privacy when returning students' work as outlined by [FERPA](#). Resources to evaluate learning can be found in such resources as Classroom Assessment Techniques: A Handbook for College Teachers (Jossey-Bass Higher and Adult Education), by Thomas A. Angelo, et al. The Teaching and Learning Center also has additional resources.

### **Testing Center**

(541) 888-7325 Randolph Hall, Room 8

This center allows students to take tests with greater time flexibility. A staff member is on duty 8 a.m. to 5 p.m. (limited hours during summer) to provide tests to the student and maintain the conditions you require. It is necessary for faculty to provide enough copies of their tests and the testing conditions. These are placed into the file cabinet in Randolph 8. Testing space may become a problem on days before holidays.

## Final Exams Schedule 2010-2011

(Summer: Aug. 9-12) (Fall: Dec. 6-9) (Winter: March 14-17) (Spring: June 6-9)

Time	Monday	Tuesday	Wednesday	Thursday
8 MWF	8-9:50 am			
8 T TH		8-9:50 am		
9 or 9:20 MWF			9-10:50 am	
9:30 or 9:50 T TH				9:30-11:20 am
10 or 10:40 MWF	10-11:50 am			
11 MWF			11-12:50 pm	
11 or 11:40 T TH		11-12:50 pm		
12 MWF	12-1:50 pm			
12:30 T TH				12:30-2:20 pm
1or 1:20 MWF			1-2:50 pm	
1:30 T TH		1:30-3:20 pm		
2 or 2:40 MWF	2-3:50 pm			
2 T TH				2-3:50 pm
3 MWF			3-4:50 pm	
3:20 or 3:30 T TH		3:20-5:10 pm		
4 MWF	4-5:50 pm			

If your class begins at **6:00 pm or later**, or if your class meets on **Saturdays**, final examinations will be given on the **first** day of the week the class normally met in the term (i.e. a class on Mon & Wed at 6:00 p.m. would have finals on Monday at 6:00 p.m.).

If your class meets only once a week, final examinations will be given during the regularly scheduled day for class (i.e. a class on Thursday that meets at 12 p.m. would have finals on Thursday at 12 p.m.)

If your class does not fit into this schedule, or if special arrangements are necessary, please contact the Office of Instruction.

**TO HOLD EXAMINATIONS AT ANY TIMES OTHER THAN THOSE LISTED ABOVE, PRIOR APPROVAL FROM THE VICE PRESIDENT OF INSTRUCTION IS NECESSARY.**

*NOTE: Students will not be required to take more than three final examinations in one day. Should students find themselves in this situation, they should contact the instructors to make other arrangements.*

## Faculty Office Supplies

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Please see your immediate supervisor for details.

## Family Educational Rights and Privacy Act (FERPA)

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Please review the definitions, rights, disclosure, policy, etc. related to FERPA guidelines used across the SWOCC campus at: <http://www.socc.edu/firststop/pgs/ferpa/>

## Field Trips

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Student charges for out-of-district instructional field trips:

### Charge Share

Share of charge to be paid by students at time of registration and are as follows:

Charge per mile for college vehicles:

College Bus	-	\$1.50 per mile
College Vans	-	.50 per mile
College Cars	-	.31 per mile

#### *Rental Cars*

Standard	\$31.99 per day plus gas
Large	\$36.99 per day plus gas

### Scheduling

Procedure for scheduling out-of-district student field trips:

1. At least 20 days before the trip, prepare a Request to Travel form giving destination, number of students, faculty, and staff expected to attend, and mode of travel. List the estimated expenses on the Request to Travel form. Out-of-State travel requests require the approval of the Associate Dean, Vice President of Instruction and the College President
2. After the approval, by the Associate Dean and the Vice President of Instruction, and/or the College President, the approved Request to Travel will be returned to the faculty member.
3. After receiving the approved Request to Travel, the faculty member will then give the Student First Stop Center the names of staff, faculty, and students planning to take the trip. The names must be at the Student First Stop Center at least 10 days prior to the trip.
4. You will inform all students going on the trip that payment must be made in advance. The Student First Stop Center will give receipts. A list of those who have paid will be kept by the Student First Stop Center and it will be the responsibility of the faculty member to allow only those who have paid for the trip to go. Field trip participants will be responsible for phone calls, movies and room service they use on college field trips.
5. Students need to complete the Hold Harmless Statement Form located at <http://www.socc.edu/admin/pgs/bm~doc/hold-harmless-statement.pdf>. Once complete, instructor will submit to the Office of Instruction, Tioga 506.

## Financial Aid

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(541) 888-7337/7410/7236, Dellwood Hall, Room 12

The Financial Aid Office is located in Dellwood Hall. Service for students is provided through the Student First Stop Center – open from 7:30 a.m. to 5:30 p.m. Monday through Friday (Thursday – 10:00 a.m. to 5:30 p.m.) Summer hours will be posted with adjustments.

Southwestern Oregon Community College offers a number of financial aid programs in the form of grants, loans, tuition scholarships, and employment. Students interested in financial aid are encouraged to apply online at [www.fafsa.ed.gov](http://www.fafsa.ed.gov) or to contact the Financial Aid Office for information and application forms. Funds are limited and students should apply early. Consumer information is available at the Student First Stop Center including policies and procedures, application processes, and disbursement information.

Financial aid funds are disbursed by Electronic Funds Transfer (EFT) or by mail after the student accounts have been credited. Disbursement begins Wednesday of the third week of each term. Further disbursements are processed by each Friday beginning the third week of the term. Students receiving financial aid are to have all add/drops, bookstore charges and required paperwork processed by the end of the last business day of the second week of the term in order to have an accurate check disbursement. Students are responsible for paying all tuition and fees in excess of financial aid funding by the payment/withdrawal deadline date listed in the REFUNDS section of the Schedule of Classes.

To be awarded federal student loans, or to begin working under Federal Work-Study, students need to have completed all the necessary paperwork and workshops. Students enrolling in online courses should contact the Student First Stop Center for specific information.

Federal and State aid is disbursed to students based on the eligible enrollment status as of the end of the second week of the term. Refer to award letters for any further requirements.

Bookstore charges are available for all financial aid students who qualify. Check the Academic Calendar for each term's start date for charging. For information contact the Financial Aid Office at (541) 888-7337, (541) 469-5017 or (541) 247-2741. A list of scholarship information is available from the Student Support Services Office in Stensland Hall and at the Brookings Campus.

If students are placed on aid withheld status, a request/appeal needs to be submitted to the Financial Aid Office, or alternative payment arrangements made with the Student First Stop Center by 4:00 p.m. on the last day of the second week of the term to avoid being administratively withdrawn. Students who are on aid withheld status and have submitted a request/appeal should continue attending all courses pending a review by

the Financial Aid Committee. The last day of the second week of the term will be considered the actual date of withdrawal should a request/appeal be denied and the student chooses to withdraw. This will result in a 100- percent refund. Students are also liable for all bookstore charges, and a 100-percent refund is available at the bookstore during the first two weeks of the term.

Written policies and procedures regarding the financial aid process at Southwestern are available from the Student First Stop Center. The financial aid academic calendar begins Summer Term and ends Spring Term.

### **Financial Aid on the Web**

[www.fafsa.ed.gov](http://www.fafsa.ed.gov)

PIN information: [www.pin.ed.gov](http://www.pin.ed.gov)

Southwestern's School Code: 003220

## **Grades**

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Faculty should not radically vary from the norm set by the department or the division. In addition to the grades, it is important to keep class enrollment figures and dates that students drop classes. Check Administrative Withdrawal in the Student Handbook as well as the following Grade definitions.

### **Definition of Grades:**

- A (4 grade points) Excellent
- B (3 grade points) Above Average
- C (2 grade points) Average
- D (1 grade point) Below average
- F (0 grade point) Failing
- R (0 grade point) Satisfactory effort and is given to very specific classes in math and writing.
- S (0 grade point) Satisfactory – equivalent to a “C” or better. Credit as specified. Course credit is not used in computing grade point average
- U (0 grade point) Unsatisfactory – no credit earned. Course credit is not used in computing grade point average
- I Incomplete “I” grade is given for work that could not be completed during the finals week of the term because of circumstances beyond the student’s control. “I” grades require the student’s current earned letter grade to be attached to the “I” grade and the date when the Incomplete contract is to expire. If the student does not fulfill her-his contract within the designated time, the grade will automatically revert to the given grade
- IB (3 grade points) Incomplete: “B” earned
- IC (2 grade points) Incomplete: “C” earned
- ID (1 grade point) Incomplete: “D” earned
- IF (0 grade point) Incomplete: “F” earned
- IU (0 grade point) Unsatisfactory earned
- M Multi-term course. Class begins in one term and ends in another. Grades are issued at a later date

Z Grades were not received from instructor. Student will be notified when grade is posted to the Transcript

You must turn in your grade book and supporting documentation to your Associate Dean/supervisor when you leave employment at Southwestern. This includes full and part-time faculty. This allows the administration to support your grades if there is a grievance.

## **Grievance Procedure For Students**

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<http://www.socc.edu/studentlife/pgs/bm~doc/socc-hb.pdf>

## **Learning Resources For Students**

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### **Writing Center**

(541) 888-7299 Randolph Hall, Room 6

The Writing Center supports developmental as well as freshman and advanced composition courses. Open 40 hours a week, it is staffed by full-time, adjunct, and part-time faculty. It also sponsors eight to ten workshops a term on topics relevant to that term's course offerings. The Writing Center is free of charge to Southwestern students.

### **Learning Resource Center**

(541) 888-7234 Randolph Hall, Room 4

With the exception of the writing courses, the Tutoring Lab supports most courses offered, including advanced courses offered on Southwestern's campus. Open 64 hours a week, it is staffed by students who have completed the courses they are tutoring with a grade of A or B and have the written consent of a faculty member. The tutoring lab is free of charge for Southwestern students.

### **Educational Support Programs and Services**

(541) 888-7405 Stensland Hall, Room 101

This department engages, challenges, and supports students by providing services and programs that facilitate student success and learning. This department includes: internship placement, services for students with disabilities, new student orientation, career and transfer center, counseling services, testing services, assignment and coordination of advising services, and the TRIO/Student Support Services Program.

### **Student Support Services**

(541) 888-7419 Stensland Hall, Room 104

Student Support Services (SSS) is one of the federally funded TRIO programs for education. The goal of this program is to help students graduate from SWOCC, to encourage students to transfer, and to assist with the transfer process. Services are provided FREE to qualified students who are first-generation, low-income, or have a

disability and have academic need. Services include: visits to four-year colleges, coordination of peer mentor program, personal, career, and academic advising, tutoring in the SSS study area, and supplemental grant aid (money) for returning qualified students.

### **Transitional Education**

(541) 888-7116 Newmark Center, Room 201

Transitional Education provides Basic Skill Development classes to the community at large for \$25. These are noncredit classes for adults who have not completed high school or who want to upgrade their academic skills in preparation for college, training or job advancement. Special help in reading, writing, math, vocabulary and spelling are offered.

### **Peer Mentor Program**

(541) 888-7421 Stensland Hall, Room 103

The Peer Mentor Program consists of a few selected and qualified students who have successfully completed one year at Southwestern Oregon Community College. Our phone mentors are trained and monitored to provide up-to-date academic calendar information and provide referrals to resources available on and off campus.

### **Computer Labs**

(541) 888-7718 Tioga 402

The instructional computer labs provide assistance to students via technical skills and software techniques, as well as by proctoring computer tests. The computer lab assistants also provide support to faculty by keeping computerized classrooms functioning and current software loaded. The assistants are kept updated by faculty on assignments given to the students so lab assistants can provide help to the students as needed. This support is given to all faculty and students at Southwestern. Please email the Media Services department at [media@socc.edu](mailto:media@socc.edu) for special software installation requests. The resources provided in the instructional computer labs are computers and up-to-date software for classes, supplemental instruction and community lab areas. The institution provides facilities and access to the instructional computer labs to all students, faculty and staff. Students who need access to computers and software assistance in doing assignments use the community labs.

The staff keeps the skills up-to-date and works with the instructors to provide the assistance needed to both the faculty and students. For questions relating to the use of the labs, contact the [Computer Lab Technician](#).

For current schedule computer lab classrooms each term, visit the Instructional Computer Labs website, [Classroom Schedule](#).

### **Mandatory Reading**

(541) 888-7301 Randolph Hall, Room 7

A reading skills class is required for all full-time (12 credit) or degree seeking students whose test scores are between 30-38 on the ASSET Placement test or 36-68 on the COMPASS Placement test.

Students are required to attend reading skills classes until their test scores are 39 or higher on the ASSET or 69 or higher on the COMPASS. Disabled students (with verified ADA eligibility) will not be excluded from this policy based on disability alone.

Students may take other courses needed to complete their programs or degrees while enrolled in reading skill classes. Disabled students (with verified ADA eligibility) will not be excluded from this policy based on disability alone.

## **Office Hours**

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Office hours are to be maintained so that full-time faculty are available to students at least one hour per day for the five-day work week. Please post hours outside office doors and provide your Associate Dean with a copy of the weekly office hours. Copies will be forwarded to the Switchboard Operator and the Administrative Assistant to the Associate Deans in Randolph. Faculty office hours are maintained online for student access the [Faculty Directory](#) webpage.

## **Office Space**

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Office space is at a premium, but all full-time faculty have some designated space with a desk and phone soon after they are hired. Unfortunately, due to limited space, part-time faculty do not have designated offices. Part-time faculty are invited to use the computer lab in Tioga Hall, the Faculty Resource Room in Lampa 1 or the Teaching and Learning Center in Tioga 103. If you need to have some space or use the computer lab on an occasional basis, please contact your supervisor.

## **Placement Tests**

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The College does require placement testing in math, reading, and writing and provides developmental resources in those areas for students who need them. These resources include several courses in reading, math, and writing. Students must receive appropriate scores on the placement tests to take writing and mathematics classes. Please see the supplemental roster to see if your students have been properly placed.

## **Test Conversion Table**

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Placement [Test Conversion Tables](#) are maintained by the ESPS office.

**ASSET, COMPASS, ACT and SAT Tests**  
**Conversion Table 12 - Revised 1/19/10 ESPS Office**

<b>ASSET Scores</b>	<b>COMPASS scores (low to high) and COMPASS/Asset Messages</b>	<b>ACT Scores</b>	<b>SAT CR + M</b>
<b>Reading</b> 23 - 29	<b>Reading Skills placement test</b> 1 - 35 Mandatory placement in Reading Skill Building. (Contact the Newmark Center)--> 888-7116	0-13	0-699
30 - 38	36 - 68 Mandatory placement in Reading 0751, 0752, 0753.-----> Compass: 62 or higher is required for the BNA program. Asset: 36 or higher is required for the BNA program. Ability to Benefit: Asset 35, Compass 62.	15	700-751
39- 42	69 - 84 Your reading score places you in Reading 0751, 0752 or 0753.----->	16-17	752-859
43 - 53	85 - 100 Your reading score indicates college reading ability. If you wish to take-----> reading, consider RD101, 102 or 103. Compass: 85 required for Nursing and Pharmacy Tech. 91 Highly recommended for Nursing. 91 or higher is required for EMT.	18-36	860-1600
<b>Writing</b> 23 - 27	<b>Writing Skills placement test</b> 1 - 12 Your writing score places you in Writing Skill Building.----->	<b>ACT (verbal)</b> 8-13	<b>SAT (CR)</b> 220-300
28 - 40	13 - 67 Your writing score places you in Writing 0525.-----> Compass: 43 or higher is required for the BNA program. Asset: 35 or higher is required for the BNA program. Ability to Benefit: Asset 35, Compass 32.	14-16	310-390
41 - 44	68 - 77 Your writing score places you in Writing 90.----->	17-18	400-460
45+	78 - 100 Your writing score places you in Writing 121.-----> Compass: 78 or higher is required for EMT, Nursing and Pharmacy Tech.	19+	470+
<b>Numeric Skills</b> 23 - 34	<b>Compass Pre-algebra</b> 1 - 30 Your math score places you in Math Skill Building.-----> Ability to Benefit: Asset Numerical Skills 33, Compass Pre-algebra/Num Skills 25	<b>ACT</b> 0-13	<b>SAT Math</b> 220-300
35 - 45	31 - 60 Your math score places you in Math 20 or Math 55 (Prof-Tech students only).-----> Compass: 31 or higher required for BNA program. Asset: 35 or higher required for BNA program.	14-16	310-390
46 - 52	61 - 90 Your math score allows you to take Math 70.-----> Compass: 81 or higher is required for EMT.	17-20	400-490
53 - 55	91 - 100 Take the COMPASS or Asset Algebra Test for higher placement or register for MTH70.		
<b>Elementary Algebra</b> 23 - 28	<b>Compass Algebra</b> 1 - 20 No placement possible. Take the Asset Numerical Skills Test or COMPASS Pre-algebra Test.		
29 - 45	21 - 40 Your math score places you in Math 70 or Math 80 (Prof-tech students only).		
46 - 52	41 - 70 Your math score places you in Math 94 or Math 85 (Prof-tech students only).----->	21 - 22	500-530
53 - 55	----- Take the Asset College Algebra Test for higher placement or register for Math 94.		
<b>Intermediate Algebra</b> 23 - 28	----- No placement possible. Take the Asset Numerical Skills Test.		
29 - 45	----- Your math score places you in Math 94 or Math 85 (Prof-tech students only).		
46 - 52	71 - 90 Your math score places you in Math 105, Math 111, Math 211 or Math 243.----->	23 - 27	540-620
53 - 55	91-100 Take the COMPASS or Asset College Algebra Test for higher placement or take Math 105, Math 111, Math 211 or Math 243.		
<b>College Alg</b> 23 - 28	<b>Compass College Algebra</b> 1 - 15 No placement possible. Take the Asset Elementary Algebra Test or COMPASS Algebra Test.		
29 - 34	16 - 40 Your math score places you in Math 94 (or Math 95 with instructor consent).		
35 - 49	41 - 75 Your math score places you in Math 105, Math 111, Math 211 or Math 243.		
50 - 55	76 - 100 Your math score places you in Math 112 (or Math 251 with instructor's consent).--->	28 - 36	630-800

astcompon09.doc Revised 1/19/10 ESPS Office

## Prerequisite Mismatch Report

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You are responsible for ensuring that students in your class have the proper prerequisites needed. The Colleague Prerequisite Mismatch Report will list any students registered in your class that do not have the appropriate prerequisite. Instructions for this report are located in Appendix J.

## Prerequisite Waiver Form

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The Prerequisite Waiver Form is used when students want to take a class that has a prerequisite that the student has not taken but in your judgment feel that the student has the knowledge and skills to succeed in your class. You may then authorize to have the prerequisite waived for a particular student to attend your class. The form, combined on the Add/Drop and Registration Form is available at the [Student First Stop Center](#). SafetySee Injury, Incident, Accident or Serious Illness and Appendix H for Emergency Evacuation Procedures.

## Services To Students

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### Dean of Students Committee ([deanofstudents@socc.edu](mailto:deanofstudents@socc.edu) )

Dellwood, 16A, (541) 888-7213

- Academic Excellence (honor roll/dean's list)
- Academic Notification (probation/suspension)
- Advising concerns/suggestions
- Discipline and behavioral issues
- Grievance procedures
- Legitimate educational interest
- Student advocacy
- Student Rights and Responsibilities

### Director of Enrollment Management,

Dellwood, Room 4,(541) 888-7611

- College and program admission criteria
- Financial Aid
- Interpretation of FERPA (Family Educational Rights and Privacy Act)
- Official student records
- Student petition process for exemptions to curriculum
- Veteran's Certification

### Athletic Director

Prosper Hall, (541) 888-7208

Coaching assignments

Sports Schedules

## Student Awards Convocation

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This is an opportunity for faculty and staff to honor students of exceptional or outstanding performance. Faculty are encouraged to nominate students they would like

to see recognized. The convocation is held Spring term the Wednesday before Memorial Day.

## Student Learning Outcomes

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See **Appendix B**

## Syllabus

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(See **APPENDIX B SYLLABUS**)

You will create a syllabus for your students, your Associate Dean, and the Office of Instruction. You are required to turn in your syllabus each term to your Associate Dean. The document gives-students basic information about your expectations, your grading criteria, your office hours, and the title of the textbooks and other pertinent information. For non-credit classes, a formal syllabus is not necessary but students appreciate a basic information sheet about the class content and about you. Use of the approved Syllabus Template provides consistency in information included in Syllabi. The template is found online within the Office of Instruction webpages, under [Faculty Information](#).

The syllabus is a contract between you and the student and is housed by the Office of Instruction for accreditation purposes. Once you have given the syllabus to your students, you need to adhere to stated policies. The instructor reserves the right to alter course sequence of presentations, readings, assignments, and exams/projects.

## Term Schedule

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Full-time faculty term schedule form, that includes information about class title, class time, location and daily office hour information, **must** be turned in to your Associate Dean at the beginning of each term. A [Term Schedule/Office Hours Template](#) is available online.

## Textbooks

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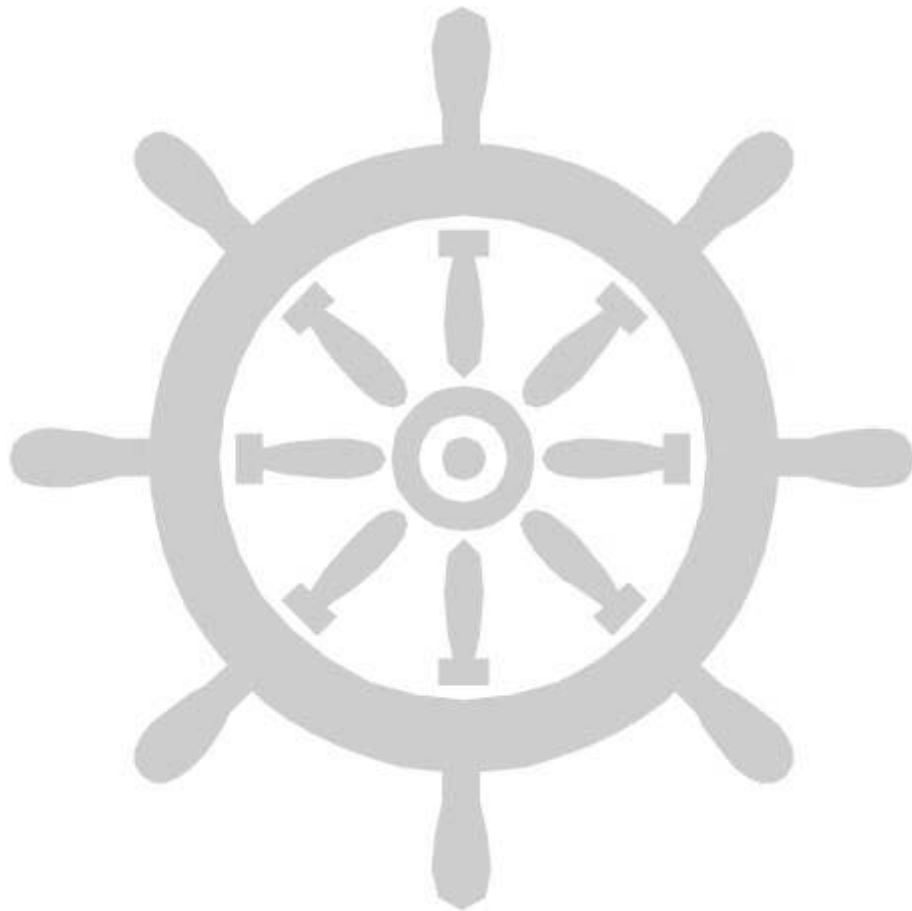
You are responsible for ordering books for your classes. Verify with the publisher that the reading level is suitable for students in Grades 13-14. Please order early. Students are often budgeting for their books months in advance. Late orders reduce the chance for getting used books. Please consider the cost to students when requiring textbooks, especially if you do not define required readings from the book. Several companies allow textbooks to be created by a collection of copywriter-protected material. Book orders are generally due 10 weeks prior to the beginning of class. Textbook adoptions can be entered on the [Textbook Adoptions form](#) online. More information is available at SWOCC Online Bookstore at [www.socc.bkstr.com](http://www.socc.bkstr.com) First time users can contact the Information Technology Department for procedures and/or training.

## Volunteers

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Those who wish to volunteer their time must submit a Volunteer Agreement Form for insurance purposes. Forms are available through Human Resources office at: <http://www.socc.edu/hr/pgs/supervisor-resources/index.shtml#sup>

# **COLLEGE SERVICES AND BASIC INFORMATION**



If you are new to teaching at Southwestern, or have been around for awhile, this section attempts to provide basic information to full-time and part-time teaching staff.

## Bookstore

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(541) 888-7264 Stensland Hall  
(See TEXTBOOKS, in this Handbook)

The Bookstore is located on the first floor of Stensland Hall. Bookstore hours are 8:30 a.m. to 4:30 p.m. Monday through Friday, except for the first two weeks of fall, winter, and spring terms when the store hours are extended Monday through Thursday. All full and part-time faculty receive a 15% discount at the bookstore.

## Classrooms

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The Office of Instruction makes classroom arrangements for full term classes on the Coos Bay campus. The Office of Community Education schedules classes in outlying areas, special events, and less than full term classes. Curry County classrooms are arranged by staff in Curry County. You will need to arrange for a key with your supervisor. If you are unable to open your room after 5 p.m. or you have an emergency, please contact Public Safety at 297-4200 or 297-4324. Please report problems with physical facilities to the Office of Instruction and your supervisor as soon as possible. During daytime hours, ask a full-time instructor who is in the building for a key or the Switchboard Operator in Dellwood Hall. Keys are issued through a request process. If you feel you need a key, contact your supervisor. (See [Key Request](#) for online form.) Scheduling of buildings and facilities requires advance notice to the Office of Instruction [Academic Scheduler](#). Classroom requests and alterations by faculty must be made through your Associate Dean/supervisor. A faculty member for an educational activity or a group activity may schedule classrooms and conference rooms. College buildings and facilities will not be available for personal gain. There are fees charged for building and facility rental. Please ask the Facilities Scheduler at 888-7415 for the current fee schedule.

Under no circumstances, is a faculty member to change their classroom assignments, hours or days of teaching without notification to your Associate Dean/supervisor AND the Office of Instruction. In the case of an illness or student emergency, the Office of Instruction is not able to notify the students if you have changed assignments without proper notification.

Most classes are scheduled to end 10 minutes before the hour or half-hour. It is important to give students equivalent breaks if you are teaching a 3-hour class. Ending on time is important because you and the students need to have time to clean up and get to your next class. In addition, the instructor following you needs time to set up. As a representative of the College, you are responsible for straightening your room, leaving it as you found it or in a tidier condition. This includes leaving a clean board and overhead and calling Media Services if the projector light bulb burns out. Do not move furniture from other classrooms or offices. If you need additional furniture, contact your supervisor. Please remind students to pick up after themselves, too. Unless another class is waiting to use the room, you need to turn off the lights and secure the door. In off-campus locations your actions help maintain good relations with those that make instructional space available to us.

## Common Meeting Time

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No classes are scheduled from 3:00 p.m. until 5:00 p.m. on Wednesdays for full-time faculty. This time is set aside for meetings. See your supervisor for details or visit the [Faculty Information](#) webpage for a 2010-11 Faculty Senate and Common/Meeting Schedule.

## Contracts and Payroll

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Paychecks may be direct deposited in your checking account with prior arrangements. Otherwise, checks are held at the switchboard in Dellwood Hall for three days after the 10th of the month and then mailed.

### Part-Time Faculty

A contract will be sent to part-time faculty indicating their teaching assignments prior to the beginning of each term. A valid contract must be signed by you and returned to the Human Resources Recruitment and Contracts Specialist. If you have questions regarding your contract, please contact your Associate Dean.

Part-time faculty are paid twice each term and checks are distributed on the 10th of the month. Part-time faculty may take up to a 50% advance on the gross pay due on the next paycheck. Step advances are earned for each 8 terms or 45 credits of teaching.

### Full-Time Faculty

An annual contract will be sent before the beginning of the new academic year. A valid contract and other payroll information must be signed and returned to the Human Resources Contracts Specialist (ext. 7280).

Payroll checks for full-time faculty are distributed on the 10th of each month. When the 10th is a Saturday or Sunday, payday will be on the preceding Friday.

You need to see the [Compensation & Benefits Coordinator](#) (ext. 7204) if you need a payroll advance. Payroll advances are done once each month. They are paid on the 25th of the month. If the 25th is a Saturday, advances may be picked up the Friday before. If the 25th is a Sunday, advances may be picked up the following Monday. If the 25th falls on a holiday, advance day will be the last working day before the holiday.

The Payroll Advance Form, found online at <http://www.socc.edu/hr/pgs/payroll/index.shtml>, must be submitted each month to the Payroll Office no later than 5:00 p.m. on the 20th of the month.

### Leave Reports

Full-time faculty must complete monthly a [Faculty Leave Report](#) documenting the hours used for personal leave, sick leave, and holidays. An email reminder is sent to faculty, directors and Associate Deans one week before Faculty Leave Reports are due, asking that the paperwork be forwarded to the Office of Instruction for processing. Unless otherwise indicated, Faculty Leave Reports are due to the Office of Instruction by noon on the last work day of each month.

## **Credit Union**

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As an employee of the College district, you can become a member of the Coos Educators Federal Credit Union and the Oregon Federal Credit Union for the purpose of borrowing or investing funds. You need to specify you are a college employee. They can be of assistance to you in opening accounts, making deposits and withdrawals, and applying for loans. Payroll deductions can be arranged through the Compensation & Benefits Coordinator in Tioga Hall, Room 511 or call 888-7204.

## **Email**

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All full and part-time faculty have an socc.edu email address assigned to them. It is important that you access and use this service to obtain critical college information, i.e., campus events, student communications and emergency notifications.

You may also have been assigned a student email account if you have participated in professional development or in-service activities. Students may attempt to use this email address @ email.socc.edu to contact you. It is advisable to forward your student email account to your socc.edu email account.

## **Faculty Resource Room**

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Lampa 1

The Faculty Resource Room is located in Room 1 of Lampa Hall and has been developed for both full and part-time faculty. This room is equipped with tables, telephones, computers, printers, fax and a scanner. There are two separate work areas that have a computer and telephone specifically for part-time faculty. Please see your Associate Dean to complete the paperwork to obtain a key card.

## **Full-time Equivalent-FTE (Students)**

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Each 510 hours of instructional time provided to students in reimbursable courses represents one FTE for reimbursement. College funding is based in part on the development of FTE.

## **Illness**

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See CANCELLED CLASSES in this handbook.

## **Integrated Technology Services**

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Randolph Hall, Room 3

Enter all Integrated Technology Services (ITS) Department job requests into HelpBox if possible. If you are on campus, you can enter your requests from your web browser: <http://itjoblog.socc.edu>

If you have an emergency or cannot enter jobs into HelpBox, call the ITS staff:

Pat Davidson, x7427 for:

Intranet.socc.edu Web page questions

[www.socc.edu](http://www.socc.edu) Web page questions

Cari Friesen, x7218 for:

Colleague/WebAdvisor process problems

Colleague access/password

Colleague report/printing problems

Colleague/X-report bugs

Carl Gerisch x7707 for:

Network/Internet access

Network password problems/questions

Purchase of new PC, printer, scanner, etc

Software installs/upgrades

Security or virus questions or problems

Rocky Lavoie, x7425 for:

Email problems/Password

Voice mail problems

Voice mail requests

Lotus/Outlook problems

Phone equipment problems

PC problems

PC repairs

Printer repairs

Hardware upgrades

Internet problems

PC printer problems

Generally anything dealing with a PC

Please contact Rocky to get immediate help if something has gone wrong and you cannot do your work. Emergency Phone: (541) 297-0766

When unable to contact Rocky and you have an emergency, contact:

**Carl Gerisch, (541) 297-8676**

**Kat Flores, (541) 297-0403**

## **Injury, Incident, Accident or Serious Illness**

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(541) 297-4200

An ambulance will be immediately called in the event of any injury, accident or serious illness, and the College district shall guarantee payment to the ambulance service if the party fails to make payment. Procedures for handling accidents and illness have been developed by Administrative Support Services and distributed to the College community.

It is expected that you will react to emergency situations in a professional manner, which demonstrates primary concern for safety of students and facilities. As soon as possible, the on-campus instructor should notify the appropriate emergency and college personnel. Off-campus instructors should contact any necessary emergency personnel and their supervisor. Any accident involving personal injury or property damage requires a written [Incident Report](#) including circumstances, action taken, and other relevant information, which should be submitted to Administrative Services in Tioga Hall, Room 512 or call (541) 888-7206. See Appendix H for Emergency Evacuation Procedures.

## **Key Request**

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On-campus facilities will generally be open when classes are in session. Offices, support spaces, and some instructional spaces may be locked to protect individuals and college property. Facilities will be locked when classes are not in session. Keys will be issued to college staff with a continuing need to enter specific locations. Keys shall not be issued for community use of facilities or for student use without the approval of a college representative. Community use will be scheduled through the Office of Instruction, and college building security shall provide access on a prearranged schedule. Also see CLASSROOMS or access the online [Key Request](#) form. The Plant Services Department with approval of the Vice President of Administrative Services issues keys to you. Please see your supervisor.

## **Library**

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(541) 888-7270 Tioga Hall, 2nd and 3rd Floor

As you develop your course or search for materials to supplement your class, feel free to use the resources of the Library. These resources include books, periodicals (print and electronic), and audiovisual collections (video, audio, CDs and DVDs) selected to support college programs and courses. The Coastline Library Catalog ([www.cooslibraries.org](http://www.cooslibraries.org)) includes the collections of all Coos County Libraries. Searches can be limited to college materials only.

All faculty members are encouraged to participate in the selection of books, audio-visual materials and periodicals for the library collection. Collection development requests from faculty members may be submitted online through forms found on the library web page. Call (541) 888-7270 for the password.

## Lost and Found

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(See SECURITY in this handbook)

## Mail and Print Services (MPS)

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Tioga Hall, Rooms 100 and 102, (541) 888- 7282/7263/7446/7267

All personnel in either area will be glad to assist you. MPS is open five days per week, 8:00 a.m. to 5:00 p.m. They offer self-serve copy machines, duplicating services, bindery services, mailing, fax service, letterhead, envelopes and more. The website lists all of the services and even has samples of paper that is available. Under Campus Services, click on Mail & Print Services.

The [Work Order Form](#) is located at online on the Mail and Print Services website. You may submit the work order via email and attach your job to it. There are also fillable forms for business cards, etc.

Most services can be utilized for personal use with a surcharge added. MPS accepts cash, checks, or payroll deduction. Personal mail and packages cannot be received, however, because of limited space and staff.

### Mail

(541) 888-7267/7282/7263/7446

Mail, shipping and receiving, fax service. MPS is a full-service mailing center, offering USPS, UPS, FedEx and DHL. MPS keeps a supply of stamps on hand for your convenience. They carry mailing supplies (boxes, envelopes, CD mailers, padded envelopes, etc.)

Incoming mail is received once per business day and is distributed by approximately 11:00 a.m. to your assigned mailbox. Outgoing mail deadline is 2:30 p.m. Be sure to put your account number on all-outgoing mail and packages. A mail drop box is located near the entrance. Please be sure to rubber band your mail, keep mail to residence students separate, as it is delivered straight to their boxes.

MPS will deliver large packages to your office when time permits. Any package received may be opened by MPS, as they are responsible for checking all purchase orders.

If you have a bulk mailing, please contact MPS for more details and to coordinate the mailing date.

### Faxes

Faxes received are placed in your mailbox. Faxes can also be sent for you. Fax number: 541-888-7285.

For a complete list of services, check their website at: <http://www.socc.edu/mailprint/> .

### Printing

(541) 888-7446/7282/7263/7267

MPS offers 24-hour turnaround service on most straight copy orders. If your job requires folding, drilling, perforating, padding, laminating, etc., more time will be required. Simply fill out a [Work Order Form](#) and MPS will duplicate your job and deliver it to your mailbox or to one of the tables across from your mailbox. Tests are held in a secured cabinet for your pick-up.

MPS adheres to copyright laws.

### **Copiers**

(541) 888-7446/7263/7282

Self-serve copiers are located throughout the campus. Copiers located in Lampa, Randolph, and Tioga floors 2 and 3 are keypad access copiers. Tioga floors 2 and 3 are also coin operated for students. See your supervisor for more information. Individual access codes are available from MPS and are issued for the copy machine nearest your office.

### **Supplies**

(541) 888-7263/7446/7282

MPS is the distribution point for letterhead, envelopes, scratch pads, copy and printer paper, transparencies and college forms.

### **Maintenance of Building and Grounds**

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(541) 888-7250 or 888-7229

If you need custodial or maintenance services, please call Plant Services during the day, or contact the custodial supervisor in the evening hours at (541) 888-7398.

### **Marketing Your Class**

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(541) 888-7422 Tioga Hall, Room 507

Specific courses may be advertised by flyers, newspapers etc. See your Associate Dean or the interim [Director of College Advancement](#).

### **Media Services**

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(541) 888-7266/1531 Randolph 7

Audio-visual and classroom multi-media equipment can be requested by emailing Media Services at [media@socc.edu](mailto:media@socc.edu). As media services have limited amounts of equipment, it is best to submit your request as early as possible.

If you have forgotten to request equipment in advance, please call the Media Services department and they will attempt to accommodate you. Equipment is oftentimes placed in a classroom prior to the actual class time for which the equipment has been requested. By moving the equipment you may be disrupting another class.

When an off-campus class is held in another area school, our instructors are usually able to use equipment belonging to that school. If the equipment you need is not available at

your teaching site, please make arrangements to borrow what you need (if it is available) from the Media Services department.

Media Services houses several notebook computers that are available for check out. It is preferred that check out be limited to one week at a time. These computers are used by faculty and staff for off-campus training events, presentations, and other college-related activities.

This department provides audio, videotape and DVD duplication services. Dubbing services are limited to instructor requests and personal recordings. Materials with a copyright will not be duplicated without proof of copyright waiver.

Media Services also houses the Teleconferencing Center and provides administrative and technical support for all teleconferencing activities. This consists of one classroom on the first floor of Tioga Hall equipped with various types of video conferencing systems, including I.P. Video (Internet Protocol) interactive video conferencing. Media Services provides numerous other materials and services for use by faculty and staff, both on and off campus. For further information, contact Media Services.

## **Personal Checks**

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Personal checks may be cashed at the Student First Stop Center in Dellwood Hall subject to availability of cash.

## **Photocopying and Printing**

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See [MAIL AND PRINT SERVICES](#)

## **Posting Policy**

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If you would like to post flyers on campus, first check with your supervisor. Upon approval, you must take them to the [Coordinator of Student Life](#) in Empire Hall, Room 208 or the interim [Director of College Advancement](#), Room 502 for approval. If flyers are not stamped, they will be removed.

## **Professional Expectations**

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As an employee your general appearance, behavior and attitude reflect on the College and on the teaching profession. Please refrain from using profanity. Vulgar language can be construed as harassment and is not appropriate in most work settings. Southwestern aims to maintain a respectful attitude towards students and colleagues as part of its learning community.

Southwestern has established Standards of Employee Conduct. All employees are expected to maintain these standards. The list of conduct codes is available from your supervisor or the Human Resources department located in Tioga Hall Room 504. The standards include, but are not limited to the following:

- Maintaining the rights of confidentiality of information
- Presenting accurate employment records

- Presenting accurate information of spouse, dependents, and/or immediate family for purposes of medical or other employee benefits
- No excessive absenteeism or tardiness
- No excessive use or abuse of unscheduled leaves
- No gross inefficiency, carelessness, willful misconduct, or negligence in the performance of duty or in the care or use of Southwestern property
- Absence of malicious or careless acts which result in personal injury, property damage, accidents and/or expense to others
- Timeliness in completion of necessary paper work for leave requests, travel reimbursement, payroll, grades, class rosters

All employees will receive immediate suspension and are subject to dismissal if actions are threatening or criminal in nature. Such actions include but are not limited to the use of illegal drugs on duty and/or a disregard for safety procedures that endanger life or limb, and/or threatening others with dangerous weapons.

## **Security**

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(Coos Bay Campus Security cell telephone number is 541- 297-4200)

Security staff hired by the College is primarily responsible for the physical security of the campus buildings and facilities. Individuals on campus (students, employees, visitors, etc.) should take active responsibility for their personal property.

Should the need arise to contact emergency assistance from campus telephones: pick up an emergency telephone for automatic dial, or dial 7-911, or 9-911. All college security personnel are equipped with portable radios at all times enabling them to dial 911 from any location on campus to contact the Coos Bay Police Department (541-269-8914) to respond to criminal actions or other agencies for on campus emergencies (fire, accident, etc.) In addition, security personnel will render any individual assistance they are able to provide.

### **Automobile, Damage, or Theft**

If you are involved in an accident on campus, please notify the campus Public Safety Department and your insurance company. All criminal and theft complaints should be reported to the campus Public Safety Department, your insurance company, and the Business Manager. If unable to locate the campus Public Safety Officer, notify the Coos Bay Police Department.

### **Emergency Procedures**

It is expected that you will react to emergencies in a professional manner, which demonstrates primary concern for safety of students and facilities. This includes any type of violence or violent behavior you may encounter. As soon as possible, the on-campus instructor should notify the appropriate emergency and college personnel. Off-campus instructors should contact any necessary emergency personnel and their supervisor. Any accident involving personal injury or property damage requires a written report including

circumstances, action taken, and other relevant information which should be submitted to Administrative Services.

### **Lost & Found**

The Lost and Found is located with the Public Safety Department, (541) 888-7399 or by calling the secretary at (541) 888-7250. You can help by delivering all Lost and Found items to the telephone switchboard in Dellwood Hall or to the Plant Services Department.

### **Missing College Equipment**

If a piece of equipment is missing, immediately file a report through the campus public safety department and notify your Associate Dean or supervisor. Prompt action will assist in locating and reclaiming stolen or lost articles.

### **Operation of Motor Vehicles on Campus**

Please drive at speeds so your vehicle will not endanger foot traffic. You must follow posted directional signs at all times. Posted speed limits are:

20 mph on all campus roads

10 mph in all campus parking areas

Vehicles, motorcycles, and bicycles are not allowed on campus walkways except for loading and unloading or when there is an emergency.

The campus shall be closed to traffic at 11:00 p.m. and opened to traffic at 7:00 a.m. College staff should carry college identification. Individuals on campus between 11:00 p.m. and 7:00 a.m. may be stopped and questioned by campus security. Motor vehicles need to be operated at all times in conformity with the laws of the State of Oregon and ordinances of the City of Coos Bay. Traffic tickets are issued by the Coos Bay Police Department. Southwestern cannot change the ticket or fines. Motorcycle and bicycle parking is located to the west of Umpqua Hall. Access is through the Umpqua parking lot and the walkway along the north side of the building.

### **Personal Property on Campus**

The College does not carry fire or theft insurance on any personal property that you have in your office or classrooms. Safety and accident prevention will be a primary consideration in any college activity. It is the College's responsibility to provide a safe environment and to employ and train a safety conscious staff. It is your responsibility to perform duties in a safe manner in compliance with safety rules and practices. Safety rules and procedures have been developed by the College administration and are distributed upon request to college staff through the Office of Administrative Services in Tioga Hall, Room 511.

### **Smoking**

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It is the policy of the Board of Education of the Southwestern Oregon Community College District to:

Prohibit the use of any tobacco product, in any manner, in the following areas:

- Any building, room, or vehicle that is owned, rented, or used by the College and the area under the north and south overhangs at the first floor levels of Tioga Hall.

- The area within ten (10) feet of any entrance into any college building or room that is owned, rented, or used by the College and any area posted with "NO SMOKING" signs. This is very important when teaching on high school campuses.
- Permit the use of tobacco in the following areas:
- Space outside of any college building or room that is owned, rented, or used by the College when the space is more than ten feet from any entrance into the building.
- Control the disposal of tobacco products:
- The disposal of any tobacco products shall be only in waste containers provided by the College in the tobacco use areas.

## **Teaching and Learning Center**

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(541) 888-7345

The Teaching and Learning Center, located on the 1st floor of Tioga Hall, is a welcoming and easily accessible facility where faculty can meet to get to know each other, discuss issues of mutual concern, explore alternative teaching strategies, discover faculty development resources, and experiment with instructional technology.

## **Telephone**

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(See INFORMATION TECHNOLOGY SERVICES 541-888-7209)

The College uses the Call Xpress Voicemail system. Questions about the operation of the telephone system should be directed to the Telecommunication Technician (x7425). Telephones are available to you for college business. Local calls may be placed by dialing "9", wait for outside dial tone, and dial the area code and number desired. Long-distance service is provided for college business. Faculty who use long distance service regularly will be assigned a UNICOM number by the Administration Service Office (ext. 7206). Personal long-distance calls should be charged to your personal telephone number or calling card.

### **Long Distance**

If you are calling a toll free long distance number you must dial (1) before the long distance number or you will not reach the long distance number you desire.

Southwestern's toll free line is 800-962-2838.

How to use UNICOM:

9+1+Area Code + Phone Number + UNICOM Code

Dir. Assist. 9+1+Area Code +555 +1212 +UNICOM Code

Overseas example: 9-011-49-2-888-8888+ UNICOM Code

Southwestern Oregon Community College policy is that "collect calls are not accepted."

Questions about the telephone service should be directed to Information Technology.

### **New Voicemail System**

A new voicemail system was launched in July 2010. All faculty will need to set up their phone's voicemail to accept and retrieve messages.

## INSTRUCTIONS

- To set up your voicemail when you are off campus:
  1. Call 541-888-2525
  2. When you hear “Welcome to Southwestern...” enter # plus your 4 digit extension. (Rocky’s would be #7425)
  3. You will be asked for a security code – enter 0000 for your security code.
  4. Complete the setup by entering a new security code, name and greeting. Your voicemail will not work until you complete the setup.
- To set up your voicemail when you are on campus, dial 7435 and complete steps 2, 3, and 4 as listed above.
- Call Rocky Lavoie at 541-888-7425 if you have any problems.

### **Part – Time Faculty Voice Mail Instructions:**

Voice mail has been set up for part-time faculty. The voice mail phone numbers are 3000 to 3100.

Part-Time Faculty:

Contact Rocky Lavoie for your voice mail number at (541) 888-7425

Dial 9-888-2525. When the “Welcome to Southwestern” greeting plays, enter 9 plus your voice mail number (93XXX). If this is the first time you have accessed your new voice mailbox, a set up program will assist you in entering your name, greeting, and security code. When you complete the process, your voice mail will be ready to use. Your greeting can announce class changes, cancellations, or ask the caller to leave a message.  
On Campus: Dial 9-888-2525.

At the main Southwestern greeting, enter 9 plus your voice mail number (93XXX). Enter your security code. The system will play any new messages.  
Off Campus: Dial (541) 888-2525

At the main Southwestern greeting, enter 9 plus your voice mail number (93XXX). Enter your security code. The system will play any new messages.  
DO NOT dial 888-XXXX (your extension). Your voice mail numbers only work on the campus phone system.

### *Students*

To leave a message or hear the part-time instructor’s message, dial (541) 888-2525. When the “Welcome to Southwestern” greeting plays, enter the instructor’s phone extension (3XXX). The instructor’s greeting will play. Leave a message after the beep.

## Travel

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You may be reimbursed for approved travel, subject to budget limitations. Your supervisor and the Vice President of Instruction must approve all faculty travel before the travel commences. Out-of-district Oregon travel needs to be approved in advance by the appropriate Vice President or President. Out-of-state travel needs to be approved in advance by the appropriate Vice President and the President. You may travel in-district on college business if you have an approved “blanket” Travel Request Form on file. See your supervisor.

### Meals and Lodging Reimbursement

Meals and lodging reimbursement will occur as follows unless the appropriate Vice President or the president approves special rates for conferences and meetings in advance:

Room \$55.00	Lunch \$ 6.00
Breakfast \$6.00	Dinner \$15.00

### Transportation Reimbursement

If you are traveling in-district you are encouraged to use college vehicles, if available. If there are no college vehicles available, you will be reimbursed at the rate of \$.22 per mile for use of your personal vehicles. If you choose to use your personal vehicle for approved out-of-district travel, you will be reimbursed at \$.22 per mile.

The appropriate Vice President or the President must approve any exceptions to this policy. You are responsible for liability and comprehensive insurance for your personal vehicle used for college travel. If you are using personal vehicles for college travel, you need to provide proof of vehicle insurance. The College will not reimburse for multiple vehicles going to the same conference/destination/event unless the number of staff traveling requires additional vehicles.

All college employees must annually (July 1 – June 30) fill out the College’s [Application to Operate Personal or College Vehicles](#) form and the “blanket” Travel Request Form.” Complete instructions and forms are available in Appendix K of this Handbook.

### Payment of Approved Faculty Expenses

Your supervisor and the Vice President of Instruction must approve requests for reimbursement for travel, honorariums, and other expenses. The paper version of your Travel Request must have your immediate supervisor’s signature. Additionally, the Travel Request must be entered into the Online Travel Request system for purchase approval. You must attach the original Travel Request Form to the Travel Expense portion when requesting reimbursement. Hotel receipts are required but meal receipts are not required. All forms must be turned in within two weeks of your return date unless other arrangements with your supervisor have been made. The forms will then be sent for reimbursement to the Business Office. Reimbursement may require up to two weeks. See the Accounts Payable Bookkeeper located in Dellwood Hall, Room 15 or call 888-7241 for more information.

For information on entering an Online Travel Request, refer to the Business Services documentation:

<http://www.socc.edu/business/pgs/bm~doc/webadvisor-travel-request-entry.pdf>

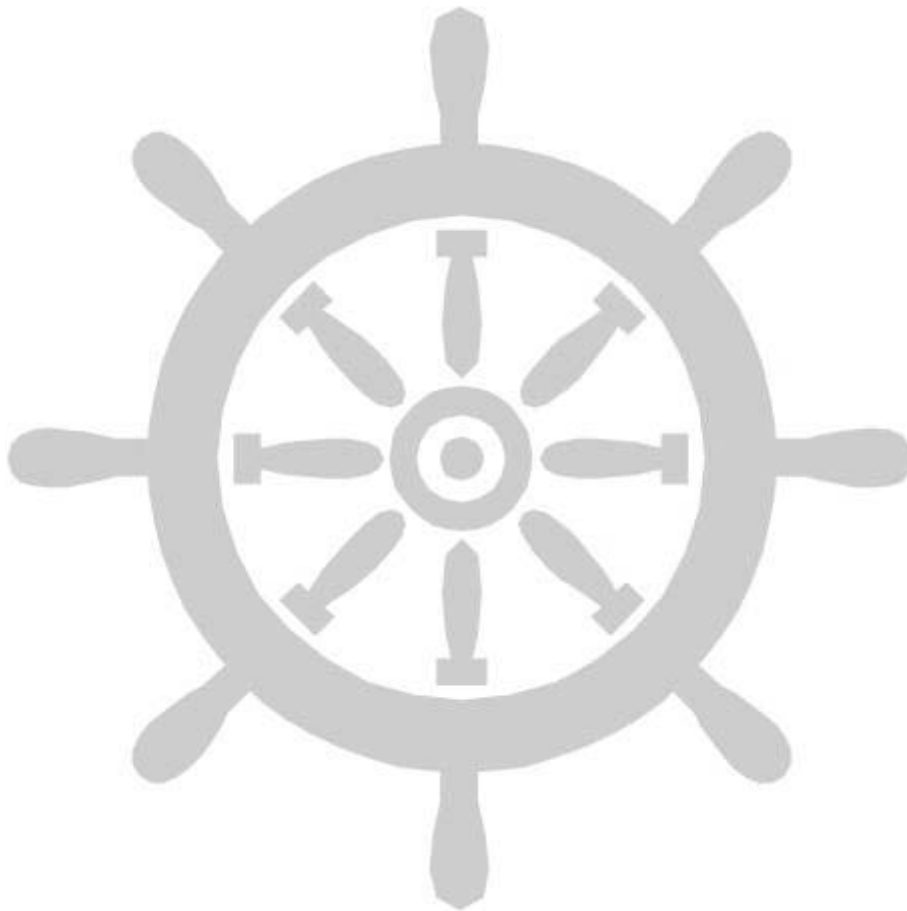
If using Faculty Development Committee funds, you must submit your Request to Travel form and Travel Expense portion to the Office of Instruction after your supervisor has approved your travel request. The Administrative Assistant to the VP of Instruction will input your Travel Request into the online requisition system. The Office of Instruction will then send the paperwork to the appropriate departments.

### **Southwestern Oregon University Center**

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See Appendix G in this handbook.

# POLICY INFORMATION



In addition to the policies reviewed in this handbook, all employees of Southwestern are responsible to adhere to all Administrative Policies established by Southwestern can be found on the Administrative Services website:

<http://www.socc.edu/admin/pgs/policies/index.shtml>

Policies are currently under revision.

## Alcohol Policy and Related Information

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It is the Administrative Policy of Southwestern Oregon Community College that the College is committed to the prevention of the misuse and abuse of alcohol and drugs by both students and employees. Drug and alcohol abuse is a significant public health problem which has spread throughout our society, affecting performance and productivity, as well as our level of general health. In addition, the use of alcohol and drugs can adversely affect an organization's level of safety as well as its public confidence and trust.

"...no institution of higher education shall be eligible to receive funds or any other form of financial assistance under any Federal program, including participation in any federally funded or guaranteed student loan program, unless it certifies to the Secretary that it has adopted and has implemented a program to prevent the use of illicit drugs and the abuse of alcohol by employees..." (The Drug-Free Schools and Communities Act Amendment of 1989 Public Law 101-226.)

In brief, this policy has been developed by Southwestern Oregon Community College to comply with the recently enacted federal law and to educate and inform its students and employees of the health risks, counseling and treatment resources, and sanctions for noncompliance. The College will biennially review this program to determine its effectiveness and implement changes if needed, and to ensure that the sanctions required are consistently enforced. Note: "Controlled substances" do not include over the counter or prescribed medications. It refers to illicit drugs.

## Assistance

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The College shall make drug and alcohol information available to students, employees and their families:

Information about the health risks associated with the use of illegal drugs and the abuse of alcohol;  
A description of local, state and federal laws and sanctions;

### Assistance Programs

The College recognizes that alcohol and drug abuse are diseases that require treatment and assistance to combat. Insurance benefits available to employees may cover the cost of treatment programs. Students with abuse problems are encouraged to visit the counseling center in Stensland Hall. Counselors can provide preliminary assessment and can refer students to community agencies. Several support groups for persons in recovery, and for their families, meet on the Southwestern campus. Information about these groups is posted on college bulletin boards, and is available from the counseling center in Stensland Hall.

As part of Southwestern's comprehensive and proactive approach the help ensure that students stay safe and healthy, the College **is requiring all first time student** to complete Alcohol Edu for College, an online alcohol education and prevention course. Data collected will allow the College to plan and implement programs that lead to healthy choices.

### Related Policies

[Administrative Policy 5.008](#)

[Administrative Policy 5.012](#)

Administrative Policy 6.2030

Public Law 101.226

Alcohol and Drug Abuse Policy

Liquor on Campus

Employee Alcohol on Campus

The Drug-Free Schools & Communities Act Amend. of 1989

## **Liquor on Campus**

It is the policy of the Southwestern Oregon Community College to restrict the possession, serving, and use of alcohol on the College campus. (Administrative Policy 5.012)

The possession of alcoholic beverages is not permitted on the College campus or in any facility that is rented, leased, owned, or occupied by the College at any time except as specifically approved by the college president. Approval shall be limited to serving wine and beer in connection with functions beneficial to the general goals of Southwestern Oregon Community College.

The intent of this policy is to allow the College the ability to provide complete meal and beverage services for special social, cultural, and educational gatherings. The policy is not meant to allow other agencies, clubs, or individuals to have a blanket approval mechanism for serving alcoholic beverages on campus. The College is not in the business of earning money from the sale of alcohol. Because of the public nature of the College's support and its sensitivity to its public, the College must judiciously approve the serving of alcoholic beverages.

## **Civic or Not-For-Profit Community Organization:**

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Requests to serve or have alcohol on the College campus will be reviewed on a case-by-case basis by the college president. Approval for use or possession must be requested from the college president at least four (4) weeks in advance of the event. When reviewing a request, the college president will consider the following criteria:

- The group must be a broad-based civic or not-for-profit community organization. See Administrative Policy 5.020, Scheduled Community Use of College Buildings and Facilities.
- The serving of alcoholic beverages in conjunction with a function will be physically separated from other activities or classes including the general student population.
- The group desiring to serve alcohol must have a demonstrated history of accepting responsibility for the monitoring of its program, functions, and participants. Participation in the activities shall be limited to adults 21 years of age or older.
- The group must agree to hold the College harmless for any liability or expenses that arise from the activity.
- The group must be able to reach a mutual agreement with the catering contractor with regard to food and alcohol service. All alcohol must be purchased and served by the campus food service provider. Groups are not allowed to directly purchase or serve alcohol.
- The serving of alcoholic beverages in conjunction with a function will be physically separated from other activities or classes including the general student population.
- The group desiring to serve alcohol must have a demonstrated history of accepting responsibility for the monitoring of its program, functions, and participants. Participation in the activities shall be limited to adults 21 years of age or older.
- The College will provide personnel for maintenance, clean up, and security. These costs will be reflected in the fee structure. The College's food service provider will provide necessary licenses and liability insurance for alcoholic beverage service.
- The group must agree to hold the College harmless for any liability or expenses that arise from the activity.

### **Special College-Related Events**

The college president may grant special permission to allow alcohol to be served during a special college event. Special permission will be granted for beer and/or wine only. No general fund revenues may be used to purchase alcohol for a special college event. The Board of Education will be notified, as an informational item, when the college president grants special permission allowing alcohol (beer and wine only) to be served during a special college event.

### **Electronic Communications Policy**

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It is the Administrative procedure of the Southwestern Oregon Community College District to encourage the responsible use of electronic communication to facilitate learning, teaching, research and other College business in support of the College mission. This procedure governs the use of, access to, and disclosure of electronic communications to assist in ensuring that the College's resources serve those purposes.

#### **Definitions**

- Electronic Communication – Any communication using electronic means such as computer and/or telephone (i.e., e-mail, websites, voice mail, text messaging, etc.).
- E-mail – electronic mail.
- IT – Information Technology Department.
- IT Technical Staff – Information Technology Department employees who do routine maintenance work on College-owned computers.
- “Junk” Mail – A message that is sent to individuals who do not request, need or want the information contained in the message.
- ListServ – Housed on a networked mail server, a ListServ is a mailing list created by IT but “owned,” managed and maintained by an individual such that when an e-mail is addressed to the ListServ, all individuals included on the list receive the e-mail. ListServs must include a provision for subscribing and unsubscribing to the ListServ.
- Campus Mass Mailing Lists – A form of ListServ maintained by the College IT Department to provide a mechanism for mass communication with all staff. Inclusion or exclusion on these lists is at the discretion of the College, not the employee.
- Personal Groups – Housed on an individual’s PC, a personal mailing group is a designation of a single “name” to send the same message to multiple addresses, i.e., members of a committee. When a message is sent to the group, each individual in the group receives the message. Personal groups are maintained by the individual user and are available for use only by the individual who created the group on her or his PC.
- Public Record – All documents in accordance with Oregon Revised Statutes, Chapter 192 — Public and Private Records; Public Reports and Meetings
- Spam – unsolicited broadcast e-mail received through the Internet.

#### **Allowable Use**

Southwestern electronic communication systems are to be used for College business to support the College's mission. Electronic communication at Southwestern is not a right, but a privilege. All electronic communications on Southwestern Oregon Community College equipment, including telephone, computing or networking systems, as well as any electronic communication addresses, mailboxes, voice mailboxes, or accounts assigned by the College, are the property of the College and

are subject to public records laws. Electronic communications users are required to use the systems in an ethical and responsible manner and comply with all state and federal laws, and College policies.

### **Prohibited Use**

Unacceptable uses of electronic communication systems include, but are not necessarily limited to, the following:

- Harassing or bullying anyone by any electronic act;
- Defamation, intimidation, humiliation, or damaging an individual's or the institution's reputation;
- Disrupting orderly operation of the College;
- Conducting unlawful activities;
- Sending offensive or abusive messages;
- Downloading or sending material of a discriminatory or pornographic nature or in violation of the Board policies regarding harassment;
- Political advocacy or campaigning activities in violation of ORS 260.432
- Conducting any commercial activities;
- Gathering or otherwise collecting information about others for commercial or private use;
- Engaging in wasteful and/or disruptive practices such as conducting or forwarding illegal contests, pyramid schemes or chain letters, spamming, or overloading the system;
- Reselling access to the Internet;
- Forging electronic communications;
- Intentionally transmitting computer viruses;
- Conducting any activity which adversely affects the availability, confidentiality or integrity of Southwestern Oregon Community College's technology.

### **ListServs**

A ListServ is designed to provide an easy way to create and maintain large e-mail mailing lists. These lists can be used for the one-way distribution of information, for e-mail based discussion, questions and answers, etc. Lists are created by Integrated Technology Services (ITS) but are "owned" by an e-mail user who manages and maintains the ListServ membership list.

Any employee of Southwestern Oregon Community College is entitled to become a ListServ owner. Campus-based organizations and departments, including unions, are also entitled to own lists, but an individual within the group must be designated as the list owner. All lists "owned" by a Southwestern employee and stored on or utilizing College computers must be approved by the ITS Department's ListServ administrator prior to creation and the following general guidelines will apply:

- It is the list owner's responsibility to learn the commands necessary to manage the list's subscribers.
- Under no circumstances, can a list be used to participate in or promote activities that are illegal or violate Southwestern Oregon Community College policies or the laws of the state of Oregon.
- ListServ owners and members should use good judgment and act responsibly when sending mass mailings via ListServ.

## **College Provided Mass Mailing ListServs**

Because e-mail now reaches almost all faculty, administration and staff, as a service to the College community, several e-mail based mass mailboxes have been created and are maintained by the ITS Department. These mailboxes are designed to facilitate the timely and cost-effective distribution of information to the campus community.

Examples of Campus mass mailing lists are:

- general-announce
- MASSC-announce
- faculty-announce
- ptfac-announce
- classified-announce

In order for these lists to remain a reliable means of communication, it is important that members of the College community abide by a few guidelines. These guidelines are not designed to limit free speech but are intended to keep your mail volume at a reasonable level.

The official College mass mailing lists are intended only for:

- Announcement of deadlines Announcement of changes in campus policies, procedures, organizations, or departments.
- Notification of changes the availability of college services and/or facilities.
- Grant required announcements College-wide assessment surveys.

Campus Mass Mailing Lists are not intended for messages of a personal nature. Examples of inappropriate use include, but are not limited to:

- Personal opinion, public debate, or campaigning;
- Soliciting support (financial or otherwise) for charity or special causes not connected with a sanctioned College effort;
- Union business;
- Giveaways, items for sale, or requests (personal property such as furniture, tickets, equipment, books, etc.);
- Unverified “public service” announcements (such as virus alerts, unsafe products, “blackball” lists, etc.);
- Chain letters;
- Services offered or services sought (except for College related services);
- Lost and found (except when it is Southwestern property, or involves time sensitive property such as keys or animals).

## **Exceptions**

Any individual wanting to post a message to a campus mass mailing list that falls outside of these guidelines but is felt to be of significant importance to the campus community, must send a request for an exception to: [exceptions@socc.edu](mailto:exceptions@socc.edu). The request will be directed to the appropriate college official (Vice President Administrative Services, Vice President of Instruction, Executive Director of Integrated Technology, President). If the exception is approved, the message will be posted by that college official. Approval or denial will be communicated to the person making the request.

Examples of such exceptions might include warnings of non-campus-related safety concerns, housing needs for high school foreign exchange students, etc.

For all ListServ and Mass Mailing messages, the sender’s audience should be considered carefully (e.g., do not send a mailing to all employees if you only need to reach classified staff). As with all e-

mail, messages posted to mass mailing lists should be treated like a message posted to a bulletin board and not regarded as private or confidential.

### **System Protection and Resource Limitations**

The ITS technical staff at Southwestern Oregon Community College reserves the right to:

- set the amount of disk space available for electronic communications mailboxes;
- carry out necessary purges of information stored on the servers to preserve the integrity of the system;
- run virus scans and quarantine electronic communications that contain viruses;

Users are responsible for retaining their own records and therefore are advised to keep back-up copies of important documents, distribution lists, calendars, voice mail, on their hard-drives or appropriate backup media.

### **Privacy and Security**

Employees should know that the College will treat all messages or other information sent, received, or stored on College equipment as business messages and/or information, which the College is entitled to review, monitor, and disclose. Employees who make incidental use of the College systems to transmit personal messages should be aware that these messages will be treated no differently than business messages. Therefore, employees should not place any correspondence or information they consider to be of a personal or confidential nature onto College equipment, including but not limited to disks, recorders, transmitters, computers, telephones or other such equipment.

The College may, at any time, inspect and/or retrieve all data and information stored on any equipment owned and/or operated by the College. Employees who choose to place information of a personal or confidential nature on College equipment cannot expect that the information will be kept private or confidential. Furthermore, by using the College's electronic communications systems, employees acknowledge that they are aware of and are covered by this policy.

Southwestern Oregon Community College attempts to provide secure and reliable electronic communication services. However, secure and reliable services do not in any way guarantee confidentiality or privacy of electronic communication, which is the electronic equivalent of sending a postcard. Confidentiality may be compromised by applicability of law or policy, unintended redistribution, network 'sniffing' and interception, or inadequacy of current technologies to protect against unauthorized access. All users should be aware of the following:

1. You should not assume confidentiality or privacy of electronic communications. It is recommended that you not send confidential College communications (as determined by law, policy, etc.) via electronic communications.
2. In the course of routine systems maintenance, troubleshooting and mail delivery problem resolution, ITS Technical Staff may inadvertently see the content of electronic mail messages. Technical Staff shall not intentionally search electronic communication records or transactional information for violations of law or policy. However, they shall report any violations discovered in the course of their duties.
3. Electronic communication may be subject to disclosure under law. Backup copies may be retained for periods of time and in locations unknown to senders and/or recipients, even if you have deleted it from your account or PC.
4. Messages can be easily forwarded without your permission, or knowledge, to individuals or groups, even though it may violate copyright law.

5. Messages can be intercepted while in transit through the network by hackers.
6. Forwarded messages can be altered from the original.
7. Once a message is received on a machine outside of Southwestern Oregon Community College, all of the above concerns continue to apply.
8. Electronic communication is not confidential.
9. College employees are expected to comply with College requests for copies of records in their possession, or that for which disclosure is required to comply with applicable laws, regardless of whether such records reside on College electronic communications resources.

### **Retention**

Electronic mail is a public record. E-mail is subject to retention guidelines based upon the information contained in the message (not on their electronic format). E-mail messages may be deleted when they no longer have administrative value according to the provisions of the state law ORS192.005(5) and ORS192.410(4). E-mail messages that communicate policy or other information with a longer retention must be kept for the stated retention period. E-mail messages that require long-term or permanent retention should be printed onto paper and filed with regular office correspondence or administrative files, or e-mailed for archival backup.

### **Part-time Faculty Tuition Waiver Credit**

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It is the administrative policy of the Board of Education of the Southwestern Oregon Community College District that, beginning fall term 2001, part-time faculty will receive a tuition waiver credit to take eligible courses at Southwestern Oregon Community College. Enrollment will be on a space available basis. The part-time faculty member should determine before, or at the beginning of the course, if the course is already full or likely to be full by speaking to the appropriate Associate Dean. If it is determined that the course will have room, the part-time faculty member should attend class from the beginning. Part-time faculty members will be allowed to register for the course at the beginning of the second week of the term, or at an equivalent time for courses that are not scheduled according to the regular term calendar.

See Appendix F for entire policy and request form.

### **Possession of Firearms, Destructive Devices, Weapons and Knives**

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(on College Property)

#### **Definitions:**

- Firearm - means a weapon by whatever name known, which is designed to expel a projectile by the action of smokeless powder and which is readily capable of use as a weapon. ORS 166.360
- Dangerous Weapon - A dangerous weapon means any knife (having a blade that projects or swings into position, by force of a spring or by centrifugal force, commonly known as a switchblade knife), paint ball gun, any dirk, dagger, ice pick, sling shot, metal knuckles, blowgun, bow and arrow, crossbow or any similar instrument by the use of which injury could be inflicted upon the person or property of any other person. ORS 166.220 and 166.240
- Destructive Device - means a device such as a bomb, grenade, rocket, missile, mine or any other device with an explosive, incendiary, or poison gas component that may be considered a destructive device. ORS 166.382
- Knives - fixed or folding knives with blades three (3) inches or longer.

- Peace Officer - means a sheriff, constable, marshal, municipal police officer, member of the Oregon State Police or any other such persons designated by law.
- College Property - means any building, the grounds adjacent to each building and any vehicle that is owned by the College. College Property also includes that portion of any other building occupied by the College on a permanent or temporary basis.

It is the policy of the Board of Education of the Southwestern Oregon Community College District that:

- Persons shall not possess a loaded or unloaded firearm, dangerous weapon, or destructive device on college property. This section does not apply to the possession of a firearm on college property if the firearm is unloaded and locked in a personal vehicle. ORS 166.370
- A police officer shall be called in this situation.
- Persons shall not possess knives with [three inches (3") or longer] blades in college buildings and the grounds adjacent to each such building. The person, while on campus, will be asked to store the knife in a personal vehicle or with the Director of Plant Services. If the person refuses to store the knife, a police officer shall be called.
- A sheriff, police officer, other duly appointed peace officer or a correction officer may possess a firearm on the College campus while acting within the scope of employment.

## **Standards of Conduct**

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### **Students**

The Southwestern Oregon Community College Student Rights and Responsibilities document defines the following behaviors as violations of the standards of student conduct: The possession of alcoholic beverages or controlled substances on the College campus or any other facility that is rented, leased, owned or occupied by the College at any time when classes or student activities are scheduled, except as provided for in Southwestern Oregon Community College Board Policy 5.012--Liquor On Campus.

### **Sanctions Students**

Sanctions, which may be imposed on students for violations of the code, include: disciplinary probation (a verbal or written warning by the college president or other administrator); temporary exclusion (removal from classes, privileges, or activities for a specified period); expulsion (termination of student status).

### *Employees*

The success of the educational program depends on the health of the college employees. Impaired functioning due to alcohol or substance abuse obstructs the success of the educational process and is a hazard to the health of the college employees. It is the responsibility of the College and its employees to maintain a safe, healthful, and effective educational environment, and to make a good faith effort to maintain an alcohol and drug free workplace.

The unlawful manufacture, distribution or possession of alcohol or controlled substances by a college employee while on college business or while on the College's premises is strictly prohibited at Southwestern Oregon Community College District. The College's premises are defined as any

building, room, outdoor space, or vehicle that is owned, rented, leased or used by the College. For the purposes of this policy, private vehicles on the College property are considered college premises.

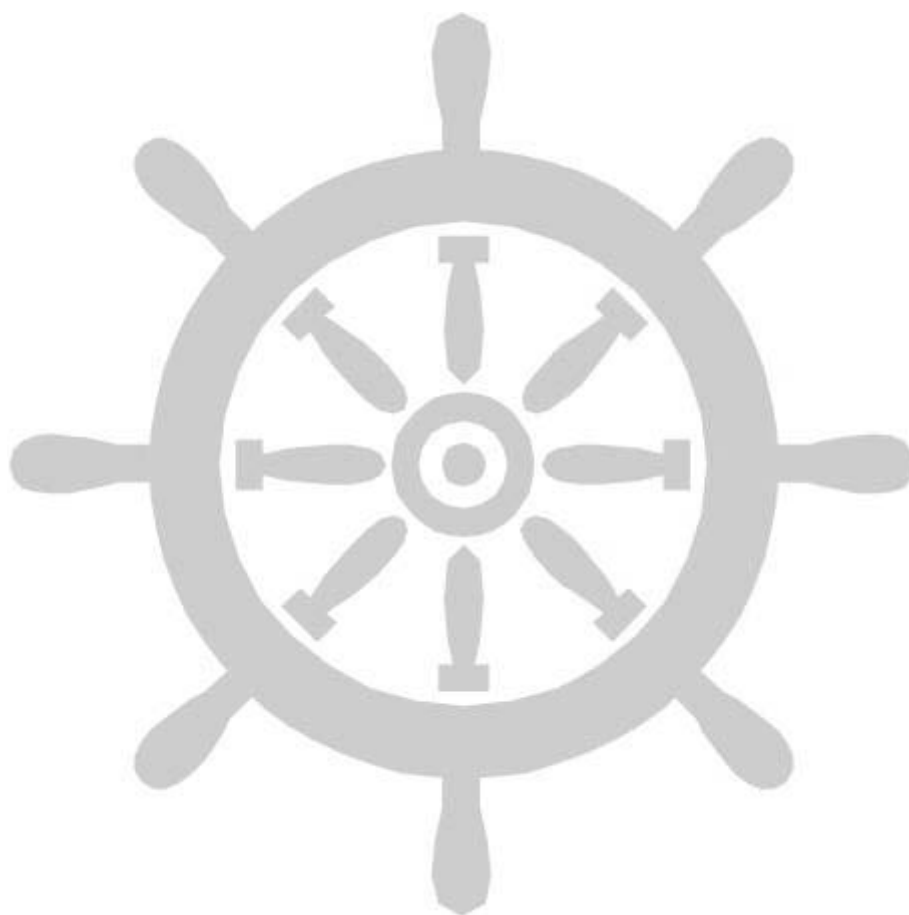
### **Sanctions--Employees**

Any employee under the influence of alcohol or a controlled substance which impairs judgment performance or behavior while on the College premises or while on college business will be subject to sanctions which may include but are not limited to termination, suspensions or the requirement that the employee satisfactorily complete an approved alcohol or drug rehabilitation program.

Sanctions imposed may include disciplinary probation (the suspension of a more severe penalty for a specific time period, based upon good behavior), suspension (the temporary barring from employment for a specific time period, without pay) and/or termination (the severing of employment with the College).

The employee shall notify the employer within 5 days if the employee is convicted of a criminal drug offense occurring while the employee was on the College's premises or on college business. The employee's failure to notify the employer will constitute grounds for termination. The employer may impose sanctions on the convicted employee, which may include but are not limited to, termination, suspensions or the requirement that the employee satisfactorily complete an approved drug rehabilitation program.

# APPENDICES



## **Appendix A Course Information**

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**General Information Regarding Courses**

**Course Outline Recommendations**

**Recommendations for Filing Out Official Course Outlines**

**Course Outline Approval Information**

**Credit Course Outline**

**Non-Credit Course Outline**

**Library Resources for Course Support**

**Special Topics**

**Cultural Literacy Rubric**

**Articulation Information**

# **GENERAL INFORMATION REGARDING COURSES**

## **LOWER DIVISION COLLEGIATE (LDC) COURSES**

- Any course offered as Lower Division Collegiate (Reimbursement Code 10) is coursework generally accepted by four-year institutions as courses acceptable in the first two years of instruction.
- *New and revised courses must be submitted to the State at least 60 days prior to the date for which the course is to be offered.*

## **LOWER DIVISION COLLEGIATE COURSE CATALOG (LDC CATALOG)**

- Courses new to a specific college but which have been previously approved by the State for another community college are included in the Oregon Community Colleges: Lower Division Collegiate Course Catalog – LDC Catalog (<http://www.oregon.gov/CCWD/pdf/LDCCatalog01.pdf>) may be offered without further approval. The Office of Instruction will notify the State for the intent to offer.
- The LDC Catalog is intended as a resource for community colleges to use in the course development and approval process. **It should be used as a guide**, suggesting places to start looking for additional information on similar courses, such as course outlines and course equivalencies.
- Credit noted in the LDC Catalog is generally the maximum credit approved for a course, and fewer credits may be offered. **Courses used to fulfill all but the electives portion of the AAOT degree must be at least three credits.** A request to offer more credits must be submitted to the State and have prior approval.
- **If course numbers, titles or descriptions vary significantly from those printed in the LDC Catalog, separate course approvals are necessary.**

## **OCCUPATIONAL PREPARATORY (OCCPREP) COURSES**

Occupational Preparatory (Reimbursement Code 21) courses typically include both technical skills and employability skills such as teamwork and interpersonal skills.

- *New and revised courses must be submitted to the State.*
- **Courses are offered within approved AAS degree, AAS option, and certificate of completion programs unless approved as stand-alone occupational preparatory courses.**
- Courses are designed for occupational employment and are not necessarily directed toward completion of baccalaureate degree requirements.
- Courses, along with associate curricula, are developed and operated with the advice and counsel of employers, employees and other persons knowledgeable about the requirements of the occupations involved.

## **STAND-ALONE OCCUPATIONAL PREPARATORY COURSES**

The following criteria must be met for Stand-Alone Occupational Preparatory Courses:

- Course duplication issues are addressed with other public or private institutions.
- Courses have a minimum of 11 clock hours not to exceed 210 hours. A single course or series of courses must be completed within the 210 hour limitation.
- *College must receive approval before offering courses.*

## **OCCUPATIONAL SUPPLEMENTARY (OCCSUPP) COURSES**

Occupational Supplementary (Reimbursement Code 22) Courses are designed to upgrade the skills of currently employed workers.

- Be at least one hour in length but no more than 210 hours.
- Courses may not form a program separating a long course into several courses.
- Training that generally is offered on a one-time basis only are usually put under a generic umbrella number. If a course is offered on a regular basis, a course outline must be developed and the course must be given a separate course number. These courses are most commonly taught through the Community Education Office and Curry County. A common course number in this area is WKPL 9033.

## **OTHER ADULT COURSES**

Other Adult (Reimbursement Code 36) Courses are generally self-improvement courses intended primarily for adults and are independent of occupational or lower division curricula. These courses may be used as prerequisite and elective courses in vocational and certificate programs. Approved adult self-improvement courses are listed in the Adult Continuing Education Catalog available at <http://www.oregon.gov/CCWD/pdf/ACECatalog.pdf>.

***New courses must meet the following criteria:***

- Be a MINIMUM of six hours in length
- Students participating in courses must be age 16 or older. If a significant number of students actually taking a course are below age 16, a separate section with a non-reimbursable course number needs to be created but this does not require separate instruction
- Instruction is focused on a specific topic and considered to be for self improvement or a topic of special interest courses cannot do any of the following:
  - o Involve alcohol or other controlled substance
  - o Teach or promote astrology, occult, or religious practices
  - o Teach rules or techniques for playing games; i.e., card games, charades, board games
  - o Teach crafts/utilize patterns to make a finished product rather than focusing on creating original designs; i.e., quilting, knitting, fly tying
  - o Result in a collection; i.e., rock collecting, stamp, beachcombing
  - o Involve hunting or fishing, firearms; i.e., skeet shooting; hunter safety
  - o Involve massage (except through approved vocational program)
  - o Teach physical education activities beyond an introductory level (instruction limited to one term); i.e., power volleyball, intermediate tennis
  - o Focus on carrying out the physical education activity rather than on teaching of lifelong activities
  - o Teach dance with focus on steps or social aspects rather than fitness
  - o Involve clubs or club-like conditions
  - o Emphasize use of facilities rather than direct instruction; i.e., open gyms, open shop or lab
  - o Emphasize competition or advanced level instruction in a sport; i.e., leagues, tournaments, intermediate skills
  - o Focus on travel rather than subject matter; "tour, trip or cruise"
  - o Focus on a holiday, ethnic food group or decoration rather than introducing a specific cooking technique or appliance
  - o Involve any non-instructional time; i.e., breaks, travel, etc.

The above bullets are considered non-reimbursable courses (Reimbursement Code 41).

Information is from the Community College Handbook at <http://www.oregon.gov/CCWD/pdf/CommunityCollegeHandbook.pdf>

### **NON-REIMBURSABLE COURSES**

If the course you plan does not meet the six hour minimum criteria for self-improvement it is considered non-reimbursable and a non-reimbursable course outline needs to be created. Elderhostel courses are designated as non-reimbursable.

### **SHORT-TERM COURSES**

ALL short-term courses, submitted under an umbrella course number such WKPL 9033 must include the syllabus, a flyer or something produced to show the general outline for the course. This should be submitted to the Office of Instruction Academic Scheduler along with a Change of Schedule form.

### **TBA/TBS HOURS**

Any course that lists TBA or TBS hours MUST insure that these hours are documented. You must be able to verify that students have spent the number of hours in the course that have been designated. A sign up sheet kept on file is sufficient for this purpose.

### **CALCULATING HOURS**

For an 11 week term:

One credit of Lecture = 11 hours per term

One credit of Lecture/Lab = 22 hours per term

One credit of Lab = 33 hours per term  
One credit of PE/Activity = 33 hours per term  
One credit of CWE = 11 hours per term  
(360 hours a term max per student / 440 hours max for lifetime of student)

### **COURSE NUMBER SYSTEM**

Southwestern courses can normally be identified by the following numbering system:

- **LOWER DIVISION TRANSFER (LDC)** – Numbered between 100 and 299.
  - o Exceptions are noted in the catalog.
- **OCCUPATIONAL PREPARATORY (OCCPREP)** – Numbered between 2000 and 8999.
- **OCCUPATIONAL SUPPLEMENTARY (OCCSUPP)** – Numbered between 9000 and 9999.
- **GENERAL SELF-IMPROVEMENT** – Numbered between 0500 and 1999.
- **NON-REIMBURSABLE** – Numbered between 0100 and 0499.

Information regarding the course approval processes is located at  
<http://www.oregon.gov/CCWD/pdf/DegreeCertificationApprovalMap.pdf>

# **RECOMENDATIONS FOR FILLING OUT COURSE OUTLINE PROPOSAL FORM**

The official course outline proposal has a wide audience; students, transcript evaluators, part-time instructors, accreditation reviewers and the State of Oregon reflect a partial list of interested parties. The course outline proposal describes the content and purpose of a course, and in so doing, it provides the foundation for the syllabus given to students. Furthermore, everything contained on page one of the official outline also appears in the SOCC catalog. To serve these various purposes, the outline must be clear and accurate.

The Curriculum Committee offers brief guidelines for filling out sections of the official course outline.

## **NEW OUTLINES:**

- [Credit Course Outline Proposal Form](#)
- [Non-Credit Course Outline Proposal Form](#)
- **These are the forms that must be used to create new Course Outlines, outlines created on older forms will be returned to you.**
- The best way to navigate these forms is to use the <TAB> key to advance to the next data entry area. To get back to a previous data entry area, use the <SHIFT>+<TAB> key combination. To check or uncheck a checkbox data field, use the <SPACEBAR>.

## **SECTION I: PROPOSAL INFORMATION**

- Indicate who is developing, revising or reviewing this course and the date.
- For Reviewed courses, these are courses that are up for their three year review. Indicate whether there were changes or no changes for the course outline.
- Mark the Catalog Year, include in print and effective term of the course.
- Select the Type of Proposal, Course and Instruction.
- Give a brief rationale behind the reasoning for the creation of the proposal.

## **FOR REVISED COURSES ONLY**

- Enter in basic previous catalog/course information. If you do not have this information readily available please ask the Curriculum Technician to provide the information.
- Indicate what changes will be made to the course.

## **SECTION II: NEW COURSE OUTLINE**

### **1. COURSE NUMBER**

- THIS SPACE SHOULD BE LEFT BLANK ON A NEW COURSE OUTLINE.  
Do not make up course numbers and do not use a course number from another college. If you have researched a course that is used at another institution, forward that information via email to the Curriculum Technician.

### **2. FULL COURSE TITLE FOR PRINT CATALOG**

- List the title that you would like to use for the course.

### 3. ABBREVIATED COURSE TITLE FOR WEBADVISOR

- This title is what appears on WebAdvisor and is limited to 19 characters.

### 4. STATE COURSE NUMBERS (CHOOSE ONE ONLY)

- As a rule of thumb, think of whom your target audience is going to be when deciding what type of course it is. If you want to offer a course for credit and non-credit you must submit two course outlines on the Credit Course Outline Form and the Non-Credit Course Outline Form.
  - **Lower-Division Collegiate Transfer (LDC)** – Areas of instruction including a representative range of academic and professional fields which parallel the offerings of the first two years of the four-year institutions, carry regular college transfer credit, and are generally accepted for transfer credit by higher education institutions.
  - **Career and Technical Education (Occupational) Preparatory Course (OCCPREP)** – is designed to prepare persons for employment in specified occupations or clusters of closely related occupations
  - **Career and Technical Education (Occupational) Supplementary (OCCSUPP)** – is designed for persons who have entered the work force. Courses are designed to meet upgrading or retraining needs in the occupational area in which individuals are employed
  - **Adult Continuing Education Reimbursable** - Self-improvement courses, special interest, community education. Courses must be a minimum of six hours.
  - **Adult Continuing Education Non-Reimbursable** - Generally Other Adult. Meet less than six hours, offered as a hobby class for recreational purposes. The State provides a list of types of course that are not reimbursable.
  - **Developmental Education** - The broad category of courses offered in Oregon community colleges that are pre-college level. Courses covered by the Adult Education Act include Adult Basic Education, General Education Development, English as a Second Language, Adult High School completion classes, as well as postsecondary remedial or developmental skills courses and programs. Generally academic courses listed below the level of 100 are considered developmental education courses.
  - **Apprenticeship** - Occupational training that combines on-the-job experience with classroom/lab training. Industry and individual employers design and control the training programs, and pay apprentices' wages. Apprenticeship trains workers to meet industry standards for a given occupation. Apprenticeship is a partnership of employers, workers, the State of Oregon, and a variety of schools and community colleges.
  - **Cooperative Work Experience** - The placement of students in a work experience. The College supervisor visits the field work site periodically. The primary supervision is from the employer or other individual contracted to provide field experience. CWE includes a seminar in conjunction with a field placement. Each student should have theoretical knowledge and/or practical experience in a major field of study prior to being placed in a cooperative work experience setting.

### 5. OFFERED FOR

- Credit
- Continuing Education Units (CEU)
- Professional Developmental Units (PDU)

### 6. NUMBER OF CREDITS

- LDC Courses cannot be partial credit. The hours to credit formulas are printed on the outlines.
- If the course is approved for CEU, indicate the approving agency

## 7. REPEATABILITY

- How many times can a course be taken for credit? This is not the same as repeating a course for a better grade. This refers to how many times a student can get credit on their transcript for the same course.

## 8. COURSE LOAD TYPE

- Instructor workload/pay will be based on the information provided. Be sure these hours add up and/or student head count is indicated.
- It is important to determine how many hours are required to cover the material for a course. Do not determine the credits which a student will earn then design the course to equal the credits. Base this on what it will take to cover the content and students will achieve the learning outcomes..
- The outline needs to match the actual hours and type of hours reflected in the class schedule. Also, be sure to determine the appropriate combination to deliver proper instruction. For example, why would you really offer a piano class as lecture only rather than as lab only?
- Definitions:
  - "Laboratory (Lab)" is defined as an instructional setting in which students work independently with the instructor available and in the instructional area for assistance and supervision.
  - "Lecture" is defined as an instructional setting in which the instructor delivers information.
  - "Lecture/laboratory (Lecture/Lab)" is defined as an instructional setting in which the instructor gives short presentations and supervises student application of content. Instructional methods are integrated; lecture and lab are dependent upon each other for the student's educational success.
  - **Cooperative work experience (CWE):** The placement of students in a work experience. The College supervisor visits the field work site periodically. The primary supervision is from the employer or other individual contracted to provide field experience. CWE includes a seminar in conjunction with a field placement. Each student should have theoretical knowledge and/or practical experience in a major field of study prior to being placed in a cooperative work experience setting.

## 9. COURSE DESCRIPTION

- Start the description with an action verb (e.g., describes, emphasizes, introduces)
- The course description should provide a succinct, accurate summary of course content. Three or four sentences should suffice.
- The course description should not mention things unrelated to course content (e.g., benefits of study, prerequisites).
- This description is what will be printed in the College catalog and on the website as well as what the State uses, along with title, to determine transferability of a course.
- State approved course description must be included if available. It may be enhanced for Southwestern.
- Look at this as a marketing tool to excite people to want to take this course!

## 10. REQUIRED PREREQUISITES

- Please list prerequisites. If no prerequisite exists, say "None."
- Consider course expectations in reading, composition and mathematics when establishing prerequisites.
- What other course(s) may be necessary before a student enrolls in this course. Is the pre-requisite required for everyone? Is there a minimum grade someone needs to obtain in the pre-requisite course in order to be successful in this course?

## **11. INSTRUCTOR CONSENT**

- If instructor consent is required in order to register, then mark “YES” in the box. This will prevent students from registering for the course without prior instructor approval.

## **12. REQUIRED CONCURRENT COURSES**

- Is there a required class in which student must also be enrolled? Does this course require the computer lab, a writing or math course to be taken at the same time?
- Do not list the course as prerequisite and concurrent it has to be one or the other.

## **13. SEPARATE LAB**

- Does this course require a separate lab?
- Very few of our courses currently require a separate lab. Course is most often identified with an “L” at the end of the course, i.e. CHEM\*241L or NUR\*101L.

## **14. SEQUENCE**

- If this course is part of a sequence of three courses, all three courses should be submitted together on three separate outline forms.
- Each course needs to reflect in its description how it is different from the others.
- Make sure that if the second and third courses in a sequence need to be taken in order, that this is noted in the prerequisites.

## **15. DOUBLE NUMBERED**

- There are courses that are offered for credit and noncredit. Music is a good example of this. An individual may want to take stage band for credit or just participate for no credit or grade. The outlines would reflect the number assigned to the other course.
- Another example is BA\*232 and MTH\*243. These are the same course but some baccalaureate programs require a math statistics course rather than a business statistics course.

## **16. STUDENT LEARNING OUTCOMES (SLOs)**

- Clearly and briefly summarize what students should know and be able to do as a result of taking a course. Use active verbs such as “describe,” “identify,” “estimate,” “recognize,” and “weld,” to explain exactly what students must do in order to show they have understood and have mastered material. “Understand” is itself too vague to convey what students can do. (See attached list Bloom’s Cognitive Domain verbs.)
- The degree of specificity in detailing performance objectives will depend to some extent, upon the nature of a particular course. In no case should the list include particular assignments, activities, or topics to be covered.

## **17. ASSESSMENTS/EVALUATION OF STUDENT LEARNING**

- What evidence will demonstrate that students have achieved course outcomes?
- Assessment/Evaluation tools may include departmental tests, written products, portfolios, juried performances, quizzes and exams or alternative assessments such as qualitative studies, capstone projects, external reviewers, etc.

## **18. GENERAL INSTRUCTIONAL METHODS**

- Please list the methods used rather than specify assignments. “Lecture, discussion and collaborative projects,” for example, is a sufficient description of instructional methods for some classes
- Courses that have been approved by the Distance Education Administrator to be offered with a Distance Learning Format will use the following approved language to describe General Instructional Methods

- Additional Methods for Distance Learning Formats: Should the course be taught using Distance Learning formats (e.g. Internet, Television, Satellite, US Mail, email, etc.) the following will also be applied:
  - One or more communication tools (e.g. discussion boards, list serves, online chat rooms, email, special face-to-face meetings, etc.) will be used to facilitate interaction among all participants in the class.
  - The faculty, in consultation with a distance learning instructional designer, will select and use instructional methods appropriate to the audience, the course outcomes and general instructional methods.
- If the course will be taught in both a traditional format and a Distance Learning format, describe both methods, e.g.
  - Traditional Methods:
  - Additional Methods for Distance Learning formats:
    - Web Enhanced: Sections that require all contact to be face-to face but have WebCT extras like quizzes outside of class.
    - Hybrid: Sections with an online component that replaced seat time with online instruction.
    - Online: Instruction is delivered via the course management system (WebCT) using a variety of online communication tools such as those incorporated into WebCT). This includes synchronous and asynchronous methods
- If the course will be taught hybrid list the activities required for replacement of seat time in addition to the traditional methods.

## **19. GRADING**

- Select from the following grading options: SUI, ABCDFI, EITHER or NON-GRADED
- Pick one. “EITHER” is usually only for Fire Science courses that offer courses to students and volunteers at the same time.
- The grading option determines the type of grade Registration and Records will accept on the grade sheet.
- If this is a developmental course, indicate whether it has been approved for an ‘R’ grade.

## **20. ENROLLMENT**

- This is a recommendation number used for scheduling purposes for room size and determining how many students will be allowed in the class.
- A new outline does not need to be submitted if this changes in a course. Notify Lori Teribery, Curriculum Technician and the Julie Johnson, the Scheduler, with the corrected number.

## **21. FEES**

- Fees are determined by administrative policy but if there is a special fee, write it in. Non-reimbursable courses should state a fee to cover the cost of offering the course. If the fee changes each year per board policy, you may list “per current board policy.”

## **22. CONTENT OUTLINE**

- List the content material to be covered.

## **23. REQUIRED MATERIALS/SUPPLIES/TOOLS**

- Graphing Calculator, clay, soldering iron, etc...
- Note: All course materials must give consideration to compliance with American Disabilities Act (ADA)

## **24. APPLICATION PROCESS**

- If the course requires a special application processes to be enrolled in the course indicate that as well as the list of criteria for acceptance.

## **25. SAFETY CONSIDERATIONS**

- Example text:
  - Safety of the students is top priority to the Alabama Fire College. Students must adhere to safety regulations while attending a class on or off the Fire College campus. At the Fire College campus, safety instructions are posted in every classroom, as well as escape routes and tornado actions.
  - **Safety glasses must be purchased and worn at all times in the laboratory. Non-compliance will result in removal from the classroom setting.**

## **26. REFERENCES & RESOURCES USED TO DEVELOP THIS COURSE**

- What did you use to develop this course?
- This is a great area to put information in terms of similar courses in the state, where they are offered and their number.

## **27. RECOMMENDED TEXT**

- If your course requires a textbook, please put: "Text: As directed by instructor" unless your discipline makes it imperative to identify a specific textbook. (The reason for vagueness is to avoid having to revise the course outline every time the textbook changes and to leave some latitude for individual instructors.)
- In some cases, instructors may wish to mention a range of texts germane to their course. For example: "Texts such as...are appropriate. The final selection will be left to the instructor's discretion."

## **SECTION III: SUPPORT COURSES**

- New Career-Technical course proposals must complete.
- Career-Technical courses are tracked with programs for the purposes of Carl Perkins funding and budgetary planning. Indicate all degree or certificate programs for which this course will be required and obtain the Associate Dean signature.

## **SECTION IV: OVERLAP COURSES**

- All new course outline proposals must complete this section.
- While overlap of course material is not necessarily a flaw, duplication of course materials may lead to inefficient use of college resources. If there is overlap, the faculty of overlapping courses must agree on the extent of overlap and attach a rationale explaining its necessity.
- Indicate all departments/courses that this course may overlap.
- The Associate Dean will determine if the overlap is approved or denied and give a rationale.

## **SECTION V: DEGREE REQUIREMENTS**

- Indicate what specific degree requirements this course will meet.

## **SECTION VI: LIBRARY IMPACT STATEMENT**

- Under accreditation standards, Library consultation is essential for new programs, new courses and substantively revised courses when revisions entail any change in library use.

- List assignments which will require the use of library and information resources.
- You must indicate whether necessary resources are currently available in the Southwestern Library. If sufficient resources are not available, a complete Library Resources for Course Support Form must be sent to the appropriate Associate Dean.
- Submit Library Resource for Course Support form to the Librarian. The electronic form is found at:
- <https://www.socc.edu/forms/referenceform.cfm>
- A librarian must review and sign off on outline before it can move forward in the approval process.

## **SECTION VI: DIVISIONAL APPROVAL**

It must be completed in order for a Course Outline to move forward in the approval process. Outlines ***will be returned if this is not filled in.***

- Indicate the Human, Physical and Financial Resources required for the course.
- Associate Dean Recommendation – the course must be reviewed and approved by the Associate Dean and Curriculum Technician as well as the division faculty before moving forward in the approval process.

## **SECTION VII: COLLEGE APPROVAL**

The Course Outline is then submitted to the Curriculum Technician [Lori Teribery, Curriculum Technician \(lteribery@socc.edu\)](mailto:Lori.Teribery@socc.edu) to forward on to the Vice President of Instruction for review/approval and then on to the Curriculum Committee with final approval at Instructional Council. The Faculty (or designee) who helped develop the Course Outline must be present to give a presentation and to answer any questions or concerns on the course during Curriculum Committee. Approval of the outline signifies approval from all divisions.

Course outlines should be submitted to support all requests for new or substantively revised courses. A “substantive” revision is a change in course number accompanied by a change in course content, or a change in contact hours, or a change in course credit. Revision of course title, course descriptions, prerequisites, and guided study codes are not “substantive.”

All courses receive their final approval at the Office of CCWD.

All Developmental Education credit courses must be submitted to the Curriculum Committee for approval. Non-credit developmental courses do not require Curriculum Committee approval. They should be brought to the committee as information items to permit Curriculum Committee members to convey this information to their areas. Adult enrichment and general self-improvement do not require Curriculum Committee review.

**Remember to allow a minimum of 60 days for a course to receive approval from the state prior to the course being offered.**

## **REVISED OUTLINES:**

1. The Curriculum Technician from the Office of Instruction will email outlines that need to be updated NOW to the appropriate Associate Dean. Course Outlines will be forwarded on to the appropriate Faculty member for update from the Associate Dean.
2. Save the Course Outline from email so that you have a working file.
3. Make any changes/corrections to the Course Outline. The file will be set to track any changes please do not turn this feature off.

4. The Today's Date on the outline is the final date that all changes were completed on the Course Outline prior to being sent for signatures.
5. Save the file.
6. Email the electronic file back to the Associate Dean for final processing.
7. Associate Dean's review the changes made to the Course Outline. Make sure to update the Associate Dean's signature box as necessary located at the bottom of the Course Outline form.
8. Email the Course Outline with all of the final changes to [Lori Teribery \(literibery@socc.edu\)](mailto:literibery@socc.edu), Curriculum Technician in the Office of Instruction. This can be done by the administrative assistant.
9. Print one hard copy of the Course Outline sign and then send signed hard copy to Lori Teribery, Curriculum Technician in the Office of Instruction.
10. Course Outlines will now move on to the appropriate Approval Process.
11. If the Course Outline has been designated "Inactive," an Inactivation memo will be created by Lori Teribery, Curriculum Technician in the Office of Instruction and forwarded to the appropriate parties for signature. Once the memo has been completed and all signatures are obtained approving the inactivation the course will be inactivated by Lori Teribery in the Office of Instruction.

***\*\*OUTLINES CANNOT BE PROCESSED WITHOUT AN E-COPY SUBMITTED TO THE CURRICULUM TECHNICIAN AND FOLLOWED WITH A SIGNED HARD COPY.***

## **BLOOM'S COGNITIVE DOMAIN**

The following verbs are useful in discussing the six levels of Bloom's Cognitive Domain.

### **KNOWLEDGE**

discuss  
define  
memorize  
repeat  
record  
list  
recall  
name  
relate

### **COMPREHENSION**

discuss  
restate  
describe  
recognize  
explain  
express  
identify  
locate  
report  
review  
tell

### **APPLICATION**

translate  
interpret  
apply  
employ  
use  
demonstrate  
dramatize  
practice  
illustrate  
operate  
schedule  
show  
sketch

### **ANALYSIS**

distinguish  
analyze  
differentiate  
appraise  
calculate  
experiment  
test  
compare  
contrast  
criticize  
diagram  
inspect  
debate  
inventory  
question  
relate  
solve  
examine

### **SYNTHESIS**

compose  
plan  
design  
formulate  
arrange  
assemble  
collect  
construct  
create  
set up  
organize  
manage  
prepare  
propose

### **EVALUATION**

judge  
appraise  
evaluate  
rate  
compare  
value  
revise  
score  
select  
choose  
assess  
estimate  
measure  
inspect

**SOUTHWESTERN OREGON COMMUNITY COLLEGE**  
**COURSE OUTLINE PROPOSAL for NEW and REVISED COURSE OUTLINES**

Form available online:

<http://www.socc.edu/academics/pgs/bm~doc/course-outline-proposal-11-12.docx>

---DRAFT FORMAT----

**SOUTHWESTERN OREGON COMMUNITY COLLEGE**  
**COURSE OUTLINE PROPOSAL for NEW and REVISED COURSE OUTLINES**

<b><u>SECTION I: PROPOSAL INFORMATION</u></b>			
<b>Course Developed By:</b>		<b>Date:</b>	
<b>Course Revised By:</b>		<b>Date:</b>	
<b>Course Reviewed By:</b>		<b>Date:</b>	Changes <input type="checkbox"/> No Changes <input type="checkbox"/>
<b>Catalog Year to take effect: 2011-2012</b>		<b>Effective Term of this course:</b>	
Include in Print Catalog: <input type="checkbox"/> Yes <input type="checkbox"/> No		<input type="checkbox"/> Fall <input type="checkbox"/> Winter <input type="checkbox"/> Spring <input type="checkbox"/> Summer	
<b><u>TYPE OF PROPOSAL</u></b> <input type="checkbox"/> New Course <input type="checkbox"/> Revised Course <input type="checkbox"/> 3 Year Course Review <input type="checkbox"/> Currently 199 or 299 <input type="checkbox"/> Reactivated Course <input type="checkbox"/> 199/299 Experimental	<b><u>TYPE OF COURSE</u></b> <input type="checkbox"/> Lower Division Collegiate Transfer <input type="checkbox"/> Career-Technical (required or elective) <input type="checkbox"/> Career-Technical (stand-alone) <input type="checkbox"/> Developmental, numbered below 100	<b><u>TYPE OF INSTRUCTION</u></b> <input type="checkbox"/> Traditional <input type="checkbox"/> Distance Education <input type="checkbox"/> Hybrid <input type="checkbox"/> Other: Specify	
<b><u>RATIONALE:</u></b> <p>How does this proposal further the goals of the program or department?</p> <p>What assessment evidence supports this proposal?</p> <p>(New courses) How do you know there is a demand for this course?</p>			
<b><u>FOR REVISED COURSES ONLY: PREVIOUS CATALOG/COURSE INFORMATION:</u></b>			
<b>Course Number:</b>		<b>Course Title:</b>	
<b>Prerequisites:</b>		<b>Concurrent:</b>	
<b>Hours/Week:</b>		<b>Total Course Hours:</b>	
<b>Course Description:</b>			
<b>What will change?</b> <input type="checkbox"/> Course Number <input type="checkbox"/> Title <input type="checkbox"/> Course Description <input type="checkbox"/> Credit Hours <input type="checkbox"/> Contact Hours			



**THEME:** *Students first!*

**VISION:** *Southwestern leads and inspires lifelong learning.*

**MISSION:** *Southwestern provides quality learning opportunities.*

## SECTION II: NEW COURSE OUTLINE

**1. Course Number:**

**2. Full Course Title for Print Catalog:**

**3. Abbreviated Course Title for WebAdvisor: (19 character limit)**

**4. State Course Numbers (CHOOSE ONE ONLY)**

- ☐ Lower Division Collegiate Transfer(LDC)  
☐ Career and Technical Education (Occupational ) Preparatory  
☐ Career and Technical Education (Occupational) Supplementary  
☐ Adult Continuing Education Reimbursable  
☐ Adult Continuing Education Non-Reimbursable  
☐ Developmental Education  
☐ Apprenticeship  
☐ Cooperative Work Experience

**5. Offered For:** ☐ Credit ☐ Continuing Education Units (CEU) ☐ Prof. Development Units (PDU)

**6. Number of Credits**

Approved for CEUs:  
(List Approving Agency)

**7. How many times can this course be taken for credit?**

(This is not the same as repeating a course for a better grade. This refers to how many times a student can get credit on their transcript for the same course.)

☐ Once ☐ Twice ☐ 3 Times ☐ Other (Specify) ☐ Unlimited

**8. Course Load Type** (Instructor workload/pay will be based on the information below):

CLOCK HOURS	HOURS/WEEK	TOTAL COURSE HOURS	Department of Education's Formula (Full Term Course)
LECTURE			Lecture: 11 hours = 1 credit
LAB			Lab: 33 hours = 1 credit
LECTURE/LAB			Lecture/Lab: 22 hours = 1 credit
PE/ACTIVITY			PE/Activity: 33 hours = 1 credit
TBA LAB HOURS			CWE: 33 hours = 1 credit
INDEPENDENT STUDY			(360 CWE hours a term max per student)
STUDENT HEAD COUNT			
TOTAL			

**9. Course Description (1000 character limit):**

(State approved course description must be included if available. May be enhanced for Southwestern.)



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**10. Required Prerequisites:** (If more than one course is listed, please indicate with OR or AND.)

*Note: This information will be entered into Colleague and required for students' registration.*

Prerequisite Course(s):

Minimum Grade Required in prerequisite(s):

Placement Test Score:

Other:

**11. Is Instructor Consent Required to Register?** ☐ Yes ☐ No

**12. Required Concurrent Courses:**

*Note: This information will be entered into Colleague and required for students' registration.*

Course Number(s):

Lab(s) Course Number:

**13. Does this course require a separate lab?** ☐ Yes ☐ No

Course Number:

Graded separately? ☐ Yes ☐ No

**14. Is this course part of a sequence?** ☐ Yes ☐ No

Must the sequence be taken in order? ☐ Yes ☐ No

What are the course sequence numbers?

**15. Is this course double numbered?** ☐ Yes Course Number: ☐ No

**16. Student Learning Outcomes**

What will the student know or be able to do at the end of the course?

What attitudes related to the subject will the student hold?

(Upon completion of the course the learner will...)  
a.

**17. Assessments/Evaluation of Student Learning**

What evidence will demonstrate that students have achieved course outcomes? (Assessment tools may include departmental tests, written products, portfolios, juried performances, quizzes and exams or alternative assessments such as qualitative studies, capstone projects, external reviewers, etc.)

**How each outcome will be assessed:**

a.

**18. General Instructional Methods**

Traditional Methods:

Online (E-Learning Methods):

Hybrid (Activities required for replacement of seat time):

**19. Grading**

☐ A,B,C,D,F,I

☐ S,U,I

☐ EITHER

☐ NON-GRADED

Has this course been approved for an R grade? ☐ Yes ☐ No

**MINIMUM GRADING CRITERION**

**RECOMMENDED WEIGHT OR % OF GRADE**



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<b>20. Recommended Enrollment</b>	Lecture:	Lab:
<b>Recommended Enrollment Justification:</b>		
<b>21. Does this course require special fees?</b> <input type="checkbox"/> Yes <input type="checkbox"/> No <b>Fee Covers:</b>		
<b>22. Contents Outline (must be in outline format)</b>		
<b>23. List Required Materials/Supplies/Tools:</b>		
Have you given consideration to the accessibility of your materials? <input type="checkbox"/> Yes <input type="checkbox"/> No		
<b>24. Does this course require a special application process?</b> <input type="checkbox"/> Yes <input type="checkbox"/> No List Criteria for Acceptance:		
<b>25. List Safety Considerations:</b>		
<b>26. Recommended Text:</b> Note: Complete citation is required		
<b>27. References and resources used to develop this course (print and non-print)</b>		



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### SECTION III: SUPPORT COURSES (New Career-Technical course proposals must complete.)

Career-Technical courses are tracked with programs for purposes of Carl Perkins funding and budgetary planning. Indicate all degree or certificate programs for which this course will be required and obtain the Associate Dean signature.

PROGRAM	DEPARTMENT	SIGNATURE	DATE

### SECTION IV: OVERLAP COURSES (New course proposals must complete)

While overlap of course material is not necessarily a flaw, duplication of course materials may lead to inefficient use of college resources. If there is overlap, the faculty of overlapping courses must agree on the extent of overlap and attach a rationale explaining its necessity.

Indicate all departments/courses that this course may overlap. Associate Dean enters one of three options:

1. Approved: course does not overlap.
2. Approved: overlap is acceptable. Rationale attached.
3. Disapproved: Rationale attached.

DIVISION	COURSE NUMBER/TITLE	% OVERLAP	OPTION	SIGNATURE	DATE

### SECTION V: DEGREE REQUIREMENTS

This course may be used to fulfill the following degree requirements:

#### AAS General Education/Related Instruction

- ☐ Communication
- Computation
- ☐ Mathematics
- ☐ Health and Wellness
- ☐ Human Relations
- ☐ Computer Literacy

#### AGS General Education

- ☐ Writing
- ☐ Oral Communication
- ☐ Mathematics
- ☐ Health and Physical Education

#### AGS Distribution

- ☐ Arts and Letters
- ☐ Social Sciences
- ☐ Mathematics/Science/Computer Science

#### AA/OT, OTM Foundational Requirement

#### AS, AS/OT General Education Requirement

- ☐ Health and Physical Education
- ☐ Mathematics
- ☐ Oral Communication
- ☐ Writing

#### AA/OT, OTM Discipline Studies

#### AS, AS/OT Distribution Requirements

- ☐ Arts and Letters
- ☐ Social Sciences
- ☐ Science/Math/Computer Science]
- ☐ AA/OT Cultural Literacy Requirement

**AAS, AGS, AA/OT, OTM:** ☐ Elective

☐ Other Specify:



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#### SECTION VI: LIBRARY IMPACT STATEMENT

Under accreditation standards, Library consultation is essential for new programs, new courses and substantively revised courses when the revisions entail any change in library use.

**List assignments which will require the use of library and information resources?**

##### To be completed by Librarian:

- ☐ Library Resource for Course Support form has been completed and submitted to the Librarian.
- ☐ Library resources are adequate to support this proposal.
- ☐ Additional resources are needed but can be obtained from current funds.
- ☐ Significant additional Library funds/resources are required to support this proposal.

Librarian Signature:

Date:

#### SECTION VII: DIVISIONAL APPROVAL

##### Human, Physical and Financial Resources

- ☐ Additional instructional costs (staff, materials, services or facilities) will be incurred to offer this course. Source of funding:
- ☐ No additional instructional resources (staff, materials, services or facilities) are needed to offer this course. Explain

Curriculum Technician Signature/Date:

##### Associate Dean Recommendation:

- ☐ The Associate Dean and Curriculum Technician have reviewed this course proposal and kept a copy for divisional files.
- ☐ Faculty review of this course was completed with the division on          date.
- ☐ Pass    ☐ Do Not Pass

Associate Dean Signature/Date:

#### SECTION VIII: COLLEGE APPROVAL

Vice President of Instruction Signature/Date:

Curriculum Committee Approval Hearing Date:

☐ Pass    ☐ Fail

Instructional Council Approval Hearing Date:

☐ Pass    ☐ Fail

ADDING NEW MATERIALS TO LIBRARY  
**COLLECTION VIA NEW AND UPDATED COURSE OUTLINES**

**Process:**

Instructor meets with the Librarian.

The Librarian and instructor will browse collection for overview of materials that library has on the subject.

Following form instructions\*, instructor checks online catalog, **Coastline**, to determine whether proposed new title(s) are in the collection.

If title(s) are **not** in the collection, instructor completes form, attaches to Course Outline, and delivers to Associate Dean.

Associate Dean detaches and retains library form, then delivers Course Outline to the Curriculum Technician, for inclusion on Curriculum Committee agenda.

Associate Dean retains library form **until course has been approved and is being added to the Class Schedule**. At that time, library form is forwarded to the Librarian.

Librarian orders the requested titles.

- Form is located on Faculty Information webpages:  
<http://www.socc.edu/academics/pgs/bm~doc/library-resources-form.docx>

## LIBRARY RESOURCES FOR COURSE SUPPORT

<b>FACULTY NAME:</b>	
<b>COURSE NO:</b>	<b>COURSE TITLE:</b>

\* Access Southwestern's home page and click on Southwestern's Library link (Coastline) to check on availability of these books/resources. Through Coastline you can search the Library's current holdings.

### REQUEST FOR SPECIFIC MATERIALS

Please list your request for specific materials that you recommend the library purchase (i.e. titles and authors of *NON-textbooks* and/or periodicals). Note: Contact Sharon Smith @ 888-7431 if you need advice or assistance.

1.	
<b>TITLE:</b>	
<b>AUTHOR:</b>	
<b>PUBLICATION INFO YEAR &amp; PUBLISHER:</b>	
<b>ISBN/ISSN NO AND PRICE:</b>	
2.	
<b>TITLE:</b>	
<b>AUTHOR:</b>	
<b>PUBLICATION INFO YEAR &amp; PUBLISHER:</b>	
<b>ISBN/ISSN NO AND PRICE:</b>	
3.	
<b>TITLE:</b>	
<b>AUTHOR:</b>	
<b>PUBLICATION INFO YEAR &amp; PUBLISHER:</b>	
<b>ISBN/ISSN NO AND PRICE:</b>	
4.	
<b>TITLE:</b>	
<b>AUTHOR:</b>	
<b>PUBLICATION INFO YEAR &amp; PUBLISHER:</b>	
<b>ISBN/ISSN NO AND PRICE:</b>	
5.	
<b>TITLE:</b>	
<b>AUTHOR:</b>	
<b>PUBLICATION INFO YEAR &amp; PUBLISHER:</b>	
<b>ISBN/ISSN NO AND PRICE:</b>	

**Division Directors:** Please submit the completed form to Sharon Smith, Tioga Hall, 2<sup>nd</sup> floor Library when course has been approved and is being added to the Class Schedule.



## **- SPECIAL TOPICS COURSE PROCESS (199/299)**

- A generic umbrella outline is created for each subject area. (These show as inactive in Colleague because they are not actually used in the system.)
- The purpose of offering a course as a Special Topic is to offer a subject on an experimental basis. Once it is found to be offered on a somewhat regular basis, it needs to be constructed into a regular course outline with its own number assigned.
- When you want to offer a 199 or 299 course, fill out the New Course Proposal and submit it for review to the appropriate Associate Dean of Learning.
- If approved, the Associate Dean of Learning will forward the proposal to the Curriculum Technician in the Office of Instruction for approval/review by the Vice President of Instruction.
- Course will be reviewed and approved by the Curriculum Committee and Instructional Council prior to being offered.
- Upon approval the course will be assigned an alpha extension, entered into Colleague and the Curriculum Technician will notify the creator of the course.
- The Associate Dean of Learning will submit a request for a TLN to the Academic Scheduler.

## **TRANSFERABLE vs. ARTICULATION COURSES**

### **ARTICULATED COURSES**

An articulated course is a course at one college that will fulfill a subject matter requirement at another college (University Y). The course content of the articulated course has been reviewed by the two institutions who have determined that the courses are comparable. This means that the articulated course can be taken at Southwestern Oregon Community College and will be used “in lieu of” the comparable course at the transfer college. The articulated course will satisfy a specific major preparation or general education requirement at the transfer college. For example, a student takes Math 1 at a community college. Math 1 at the community college has been articulated (determined to be comparable) with Math 14 at the transfer college. Math 1 at the community College can safely be taken and will be used to satisfy the subject matter requirement that would have been fulfilled had the student taken math 14 at the transfer college. Importantly, the student and the instructor at the receiving institution can be sure that the student is fully prepared for a course at the next level because the student has successfully completed the articulated course.

### **TRANSFERABLE NON-ARTICULATED COURSES**

A non-articulated transferable course will only be used for transfer credit at the transfer college. This type of transferable course does not satisfy any subject requirement and can only be used for unit or elective credit.

It is critical that the student planning to transfer take all required articulated courses that will meet general education or major preparation requirements before taking any courses that are transferable but not articulated.

# Southwestern Oregon Community College: Cultural Literacy Designation Rubric

Page 1 of 2

## Rubric to Qualify Courses as Meeting the Cultural Literacy Requirement of a Discipline Studies Requirement [per the Cultural Literacy Task Force Criteria (May 2009, Chemeketa)]



Course Number & Title: \_\_\_\_\_ This form prepared & submitted by: \_\_\_\_\_

Course Outline prepared by: \_\_\_\_\_ **Please attach course outline and syllabus to this form.**

As a result of taking a designated Cultural Literacy course, learners would be able to identify and analyze complex practices, values, and beliefs and the culturally and historically defined meanings of difference. (Joint Boards of Education, 2009)

**Submit this form to the Office of Education.**

### Part One:

A Course with the Cultural Literacy Component Designation will do **ALL OF THE FOLLOWING**:

Criteria:	Describe Evidence (or lack thereof):	Rating:					
		(Cultural Literacy Committee will score this section.)					
1. Explore how culturally-based assumptions influence perceptions, behaviors, and policies.		5	4	3	2	1	0
2. Examine the historical bases and evolution of diverse cultural ideas, behaviors, and issues.		5	4	3	2	1	0
3. Critically examine the impact of cultural filters on social interaction so as to encourage sensitivity and empathy toward people with different values or beliefs.		5	4	3	2	1	0
<b>Total Required Points for Approval of Part One = 14-15 points</b>							<b>/15</b>

Comments from Cultural Literacy Committee Member Scoring this Form:

Name of Scorer:

**Part Two:**

A Course with the Cultural Literacy Component Designation will do at least **ONE OF THE FOLLOWING**:

Choose the Option(s) this course fulfills:	Criteria:	Describe Evidence (or lack thereof):	Rating: (Cultural Literacy Committee will score this section.)					
A. _____	A. Empower Individuals to impact inequity through knowledge of how discrimination arises from culturally defined meanings of difference.		5	4	3	2	1	0
B. _____	B. Analyze how social institutions perpetuate systems of privilege and discrimination.		5	4	3	2	1	0
C. _____	C. Explore social constructs in terms of power relationships.		5	4	3	2	1	0
<b>Minimum Requirement for Approval of Part Two = One criterion from above with a score of 5.</b>			<b>/5</b>					

Comments from Cultural Literacy Committee Member Scoring this Form:

Name of Scorer:

Sources:

Cultural Literacy Task Force. (May 2009) Chemeketa.

Joint Boards of Education. (January 7, 2009). Cultural Literacy. Pg. JB-22 Action Item.

**Joint Boards Articulation Commission  
Articulation Hotline List 2005-06**

***Baccalaureate-Granting  
Colleges and Universities***

<p><b>CONCORDIA UNIVERSITY</b></p> <p>Admissions <a href="http://www.cu-portland.edu/admissions/">www.cu-portland.edu/admissions/</a></p>	<p>OVERALL RESPONSIBILITY Rebecca Bush, 503-493-6513 <a href="mailto:bbush@cu-portland.edu">bbush@cu-portland.edu</a> Associate Registrar</p>	<p>DAY TO DAY Leslie Weidoff, 503-493-6465 <a href="mailto:lweidoff@cu-portland.edu">lweidoff@cu-portland.edu</a> Transfer Admissions Counselor</p> <p>Rachel Dixon, 503-493-6548 <a href="mailto:rdixon@cu-portland.edu">rdixon@cu-portland.edu</a> Transfer Admissions Counselor</p> <p>TRANSFER CREDIT EVALUATORS Heather Hicks-Fromdahl, 503-493-6516 <a href="mailto:hhicksfromdahl@cu-portland.edu">hhicksfromdahl@cu-portland.edu</a> Rebecca Bush, 503-493-6513 <a href="mailto:bbush@cu-portland.edu">bbush@cu-portland.edu</a> Kiersten Krajcar, 503-493-6512 <a href="mailto:kkrajcar@cu-portland.edu">kkrajcar@cu-portland.edu</a></p>
<p><b>CORBAN COLLEGE</b></p> <p>Admission <a href="http://www.corban.edu">www.corban.edu</a></p>	<p>OVERALL RESPONSIBILITY Rita Wright, 503-375-7014 <a href="mailto:rwright@corban.edu">rwright@corban.edu</a> Registrar</p>	<p>DAY TO DAY Tara Cox, 503-375-7005 x2154 <a href="mailto:tcov@corban.edu">tcov@corban.edu</a> Transfer Admissions Counselor</p> <p>TRANSFER CREDIT EVALUATOR Vivian Bain, 503-375-7015 <a href="mailto:vbain@corban.edu">vbain@corban.edu</a></p>
<p><b>EASTERN OREGON UNIVERSITY</b></p> <p>Admissions <a href="http://www2.eou.edu/admissions/index.html">www2.eou.edu/admissions/index.html</a></p>	<p>OVERALL RESPONSIBILITY Dea Hoffman, 541-962-3504 <a href="mailto:dea@eou.edu">dea@eou.edu</a> Registrar</p>	<p>DAY TO DAY, TRANSFER CREDIT EVALUATOR Dea Hoffman, 541-962-3504 <a href="mailto:dea@eou.edu">dea@eou.edu</a> Registrar</p>
<p><b>EUGENE BIBLE COLLEGE</b></p> <p>Admissions <a href="http://www.ebc.edu/admishome.htm">www.ebc.edu/admishome.htm</a></p>	<p>OVERALL RESPONSIBILITY Clayton Crymes, 541-485-1780 VP for Academic Affairs</p>	<p>DAY TO DAY, TRANSFER CREDIT EVALUATOR Larry R. Burke, 541-485-1780 Registrar</p>

<p><b>GEORGE FOX UNIVERSITY</b></p> <p>Admission  <a href="http://www.georgefox.edu/admission/index.html">www.georgefox.edu/admission/index.html</a></p>	<p>OVERALL RESPONSIBILITY                      Todd McCollum, 503-554-2216  <a href="mailto:tmccollu@georgefox.edu">tmccollu@georgefox.edu</a>                      Registrar</p>	<p>DAY TO DAY, TRANSFER CREDIT EVALUATOR                      Ginean Lewis, 503-554-2245                      Asst. Director of Undergrad                      Admissions/Transfer Counselor</p> <p>TRANSFER CREDIT EVALUATORS                      Sheleen Quisquirin, 503-554-2212  <a href="mailto:squisqui@georgefox.edu">squisqui@georgefox.edu</a>                      Melissa Bullock, 503-554-2214  <a href="mailto:mbullock@georgefox.edu">mbullock@georgefox.edu</a>                      Patti Odenweller, 503-554-2213  <a href="mailto:podenwel@georgefox.edu">podenwel@georgefox.edu</a>                      Carrie Bohl, 503-554-2221  <a href="mailto:cbohl@georgefox.edu">cbohl@georgefox.edu</a></p>
<p><b>LEWIS AND CLARK COLLEGE</b></p> <p>Admission  <a href="http://www.lclark.edu/dept/admiss/">www.lclark.edu/dept/admiss/</a></p>	<p>OVERALL RESPONSIBILITY                      Dell Smith, 503-768-7324                      Registrar</p>	<p>DAY TO DAY                      Linda Quandt, 503-768-7332                      Admin. Specialist</p> <p>TRANSFER CREDIT EVALUATOR                      Karin Sherer, 503-768-7040</p>
<p><b>LINFIELD COLLEGE</b></p> <p>Admission  <a href="http://www.linfield.edu/admission/index.html">www.linfield.edu/admission/index.html</a></p>	<p>OVERALL RESPONSIBILITY                      Dr. Eileen Bourassa, 503-883-2507                      Registrar</p>	<p>DAY TO DAY                      Joanne DeMay, 503-883-2446                      Associate Director/Registrar</p> <p>Nathan English, 503-883-2676                      Assistant Director/Transfer Admissions</p> <p>TRANSFER CREDIT EVALUATOR                      Joanne DeMay, 503-883-2446</p>
<p><b>MARYLHURST UNIVERSITY</b></p> <p>Admission  <a href="http://www.marylhurst.edu">www.marylhurst.edu</a></p>	<p>OVERALL RESPONSIBILITY                      John D. French, 503-699-6268  <a href="mailto:jfrench@marylhurst.edu">jfrench@marylhurst.edu</a>                      Director of Admissions</p>	<p>DAY TO DAY                      Katie Abbott, 503-699-6268  <a href="mailto:kabbott@marylhurst.edu">kabbott@marylhurst.edu</a>                      Asst. Director of Admissions</p> <p>TRANSFER CREDIT EVALUATOR                      Kathleen Schneff, 503-699-6268  <a href="mailto:kschneff@marylhurst.edu">kschneff@marylhurst.edu</a></p>

<b>MULTNOMAH BIBLE COLLEGE</b>  Admissions: <a href="http://www.multnomah.edu/college/PagesProspectiv&lt;br/&gt;eStudents/Admissions/Admissions.asp">www.multnomah.edu/college/PagesProspectiv eStudents/Admissions/Admissions.asp</a> Transfer/Articulation: <a href="http://www.multnomah.edu/college/PagesProspectiv&lt;br/&gt;eStudents/Admissions/TransferStudents.asp">www.multnomah.edu/college/PagesProspectiv eStudents/Admissions/TransferStudents.asp</a>	<b>OVERALL RESPONSIBILITY</b> Amy Stephens, 503-251-5371 <a href="mailto:astephens@multnomah.edu">astephens@multnomah.edu</a> Registrar and Dir Admissions	<b>DAY TO DAY</b> Alison Gentry, 503-251-5374 <a href="mailto:alisong@multnomah.edu">alisong@multnomah.edu</a> Assistant Registrar  <b>DAY TO DAY, TRANSFER CREDIT EVALUATOR</b> Greg Brock, 503-251-5376 <a href="mailto:gbrock@multnomah.edu">gbrock@multnomah.edu</a> Assistant Registrar
<b>NORTHWEST CHRISTIAN COLLEGE</b>  Admissions <a href="http://www.nwcc.edu/admissions/">www.nwcc.edu/admissions/</a>	<b>OVERALL RESPONSIBILITY</b> Tracy Sims, 541-684-7217 <a href="mailto:simstr@nwcc.edu">simstr@nwcc.edu</a> Registrar	<b>DAY TO DAY, TRANSFER CREDIT EVALUATOR</b> Tracy Sims, 541-684-7217 <a href="mailto:simstr@nwcc.edu">simstr@nwcc.edu</a> Registrar
<b>OREGON COLLEGE OF ART AND CRAFT</b>  Admission <a href="http://www.ocac.edu/Admissions/admissions.html">www.ocac.edu/Admissions/admissions.html</a>	<b>OVERALL RESPONSIBILITY</b> Donna Lewis, 503-297-5544 x130 <a href="mailto:dlewis@ocac.edu">dlewis@ocac.edu</a> Registrar 800-390-0632	<b>DAY TO DAY, TRANSFER CREDIT EVALUATOR</b> Donna Lewis, 503-297-5544 x130 <a href="mailto:dlewis@ocac.edu">dlewis@ocac.edu</a> Registrar 800-390-0632
<b>OREGON COLLEGE OF ORIENTAL MEDICINE</b>  Admission <a href="http://www.ocom.edu/MastersProgram/Admissions.html">www.ocom.edu/MastersProgram/Admissions.html</a>	<b>OVERALL RESPONSIBILITY</b> Carol Acheson, 503-253-3443 x112 <a href="mailto:cacheson@ocom.edu">cacheson@ocom.edu</a> Registrar	<b>DAY TO DAY</b> Linda Powell, 503-253-3443 x113 <a href="mailto:lpowell@ocom.edu">lpowell@ocom.edu</a> Admissions Coordinator  Nancy Grotton, 503-252-3443 x 154 <a href="mailto:ngrotton@ocom.edu">ngrotton@ocom.edu</a> Director of Student Affairs  <b>TRANSFER CREDIT EVALUATORS</b> Nancy Grotton, 503-252-3443 x 154 <a href="mailto:ngrotton@ocom.edu">ngrotton@ocom.edu</a> Carol Acheson, 503-253-3443 x112 <a href="mailto:cacheson@ocom.edu">cacheson@ocom.edu</a>

<b>OREGON HEALTH &amp; SCIENCE UNIVERSITY</b>  Admission <a href="http://www.ohsu.edu/academic/">www.ohsu.edu/academic/</a>	<b>OVERALL RESPONSIBILITY</b> Cherie Honnell, 503-494-5117 <a href="mailto:honnellc@ohsu.edu">honnellc@ohsu.edu</a> Director Financial Aid, Registrar	<b>DAY TO DAY</b> Mickie Bush, 503-494-1277 <a href="mailto:bushm@ohsu.edu">bushm@ohsu.edu</a> Associate Registrar  Jennifer Anderson, 503-494-0647 <a href="mailto:andersie@ohsu.edu">andersie@ohsu.edu</a> Director of Admissions, School of Nursing  <b>TRANSFER CREDIT EVALUATORS</b> Tami Buedefeldt, Coordinator, 503-494-0494 <a href="mailto:tbuedefel@ohsu.edu">tbuedefel@ohsu.edu</a>
<b>OREGON INSTITUTE OF TECHNOLOGY</b>  Admission <a href="http://www.oit.edu/admissions">www.oit.edu/admissions</a>  Transfer/Articulation <a href="http://www.oit.edu/transfer">www.oit.edu/transfer</a> <a href="http://www.oit.edu/articulation">www.oit.edu/articulation</a>	<b>OVERALL RESPONSIBILITY</b> Marla Edge, 541-885-1143 <a href="mailto:marla.edge@oit.edu">marla.edge@oit.edu</a> Registrar  David Woodall, 541-885-1180 <a href="mailto:david.woodall@oit.edu">david.woodall@oit.edu</a> Provost & VP for Academic Affairs	<b>DAY TO DAY</b> Palmer Muntz, 541-885-1150 <a href="mailto:palmer.muntz@oit.edu">palmer.muntz@oit.edu</a> Director of Admissions  Marla Edge, 541-885-1143 <a href="mailto:marla.edge@oit.edu">marla.edge@oit.edu</a> Registrar  <b>TRANSFER CREDIT EVALUATOR</b> Susan Richards, 541-885-1302 <a href="mailto:susan.richards@oit.edu">susan.richards@oit.edu</a> John Duarte, 541-885-1156 <a href="mailto:john.duarte@oit.edu">john.duarte@oit.edu</a>
<b>OREGON STATE UNIVERSITY</b>  Admissions: <a href="http://www.orst.edu/admissions/">www.orst.edu/admissions/</a> Transfer/Articulation: <a href="http://oregonstate.edu/admissions/transfer.html">oregonstate.edu/admissions/transfer.html</a>	<b>OVERALL RESPONSIBILITY</b> Kate Peterson, 541-737-0759 Fax: 737-8082 <a href="mailto:kate.peterson@oregonstate.edu">kate.peterson@oregonstate.edu</a> Assistant Provost	<b>DAY TO DAY</b> Rosemary Garagnani, 541-737-9683 <a href="mailto:rosemary.garagnani@oregonstate.edu">rosemary.garagnani@oregonstate.edu</a> Assoc. Director of Operations  <b>TRANSFER CREDIT EVALUATOR</b> Karen Such, 541-737-2499 <a href="mailto:karen.such@orst.edu">karen.such@orst.edu</a>
<b>OSU – CASCADES</b>  Admissions: <a href="http://www.osucascades.edu/admissions/">www.osucascades.edu/admissions/</a> Transfer/Articulation: <a href="http://www.osucascades.edu/advising/transfer.php">www.osucascades.edu/advising/transfer.php</a>	<b>OVERALL RESPONSIBILITY</b> Jane Reynolds, 541-322-3132 <a href="mailto:jane.reynolds@osucascades.edu">jane.reynolds@osucascades.edu</a> Director of Enrollment Services	<b>DAY TO DAY, TRANSFER CREDIT EVALUATOR</b> Marty Beidler, 541-322-3161 <a href="mailto:marty.beidler@osucascades.edu">marty.beidler@osucascades.edu</a> Enrollment Services Specialist

<p><b>PACIFIC NORTHWEST COLLEGE OF ART</b></p> <p>Admission  <a href="http://www.pnca.edu/bfa/admissions/admission_requirements.php">www.pnca.edu/bfa/admissions/admission_requirements.php</a></p>	<p>OVERALL RESPONSIBILITY  Jenifer DeKalb, 503-226-4391  Registrar</p>	<p>DAY TO DAY  Jenifer DeKalb, 503-226-4391  Registrar</p> <p>TRANSFER CREDIT EVALUATOR  Pearl Fisher, 503-821-8974  <a href="mailto:pearl@pnca.edu">pearl@pnca.edu</a></p>
<p><b>PACIFIC UNIVERSITY</b></p> <p>Admissions:  <a href="http://www.pacificu.edu/admissions/">http://www.pacificu.edu/admissions/</a></p>	<p>OVERALL RESPONSIBILITY  Deb Avilucea, 503-352-2777  <a href="mailto:davilucea@pacificu.edu">davilucea@pacificu.edu</a>  Executive Director for Enrollment Services</p>	<p>DAY TO DAY  Kristen Martin, 503-352-2769  <a href="mailto:Kristen2349@pacificu.edu">Kristen2349@pacificu.edu</a>  Transfer Admissions Coordinator</p> <p>Tania Hand, 503-352-2777  <a href="mailto:tania@pacificu.edu">tania@pacificu.edu</a>  Associate Registrar</p> <p>TRANSFER CREDIT EVALUATOR  JoLynn Graham, 503-352-2104  <a href="mailto:jolynn@pacificu.edu">jolynn@pacificu.edu</a></p>
<p><b>PORTLAND STATE UNIVERSITY</b></p> <p>Admissions  <a href="http://www.ess.pdx.edu/adm/">www.ess.pdx.edu/adm/</a></p>	<p>OVERALL RESPONSIBILITY  Agnes Hoffman, 503-725-5502  <a href="mailto:hoffmana@pdx.edu">hoffmana@pdx.edu</a>  Assoc Vice Provost, Enrollment Management and Student Affairs</p> <p>Terrel Rhodes, 503-725-9010  <a href="mailto:trhodes@pdx.edu">trhodes@pdx.edu</a>  Vice Provost</p>	<p>DAY TO DAY  Cindy Baccar, 503-725-5533  <a href="mailto:baccarc@pdx.edu">baccarc@pdx.edu</a>  Assoc Director, Admissions, Registration &amp; Records</p> <p>TRANSFER CREDIT EVALUATOR  Michael Sweney, 503-725-5518  <a href="mailto:swenevm@pdx.edu">swenevm@pdx.edu</a></p>
<p><b>REED COLLEGE</b></p> <p>Admissions:  <a href="http://web.reed.edu/apply/">http://web.reed.edu/apply/</a>  Transfer/Articulation  <a href="http://web.reed.edu/apply/applying_to_reed/transfer.html">http://web.reed.edu/apply/applying_to_reed/transfer.html</a></p>	<p>OVERALL RESPONSIBILITY  Nora McLaughlin, 503-777-7774  <a href="mailto:nmclaugh@reed.edu">nmclaugh@reed.edu</a>  Registrar</p>	<p>DAY TO DAY, TRANSFER CREDIT EVALUATOR  Ben Bradley, 503-777-7295  <a href="mailto:bradlev@reed.edu">bradlev@reed.edu</a>  Recorder</p> <p>TRANSFER CREDIT EVALUATOR  Beth Barteletti, 503-788-6649  <a href="mailto:bbartel@reed.edu">bbartel@reed.edu</a></p>

<p><b>SOUTHERN OREGON UNIVERSITY</b></p> <p>Admissions:  <a href="http://www.sou.edu/admissions">www.sou.edu/admissions</a></p> <p>Transfer/Articulation:  <a href="https://banweb.ous.edu/souprd/owa/SOU_TA_SchEquiv.pDispEquivalencies">https://banweb.ous.edu/souprd/owa/SOU_TA_SchEquiv.pDispEquivalencies</a></p>	<p>OVERALL RESPONSIBILITY  Elsa Cabrera, 541-552-6609  <a href="mailto:cabrerae@sou.edu">cabrerae@sou.edu</a>  Associate Registrar</p> <p>Kirk Mickelson, 541-552-8431  <a href="mailto:mickelsek@sou.edu">mickelsek@sou.edu</a>  Assoc Director of Admissions</p>	<p>DAY TO DAY  Scott Morrell, 541-552-6604  <a href="mailto:morrell@sou.edu">morrell@sou.edu</a>  Transfer Articulation Specialist</p> <p>TRANSFER CREDIT EVALUATORS  Ken Royce, 541-552-6981  <a href="mailto:royce@sou.edu">royce@sou.edu</a>  Natalie Holihan, 541-552-6444  <a href="mailto:holihann@sou.edu">holihann@sou.edu</a></p>
<p><b>UNIVERSITY OF OREGON</b></p> <p>Admission  <a href="http://uoadmit.uoregon.edu/">uoadmit.uoregon.edu/</a></p> <p>Transfer/Articulation  <a href="http://uoadmit.uoregon.edu/transfer.html">uoadmit.uoregon.edu/transfer.html</a></p>	<p>OVERALL RESPONSIBILITY  Herb Chereck, 541-346-2937  <a href="mailto:hchereck@uoregon.edu">hchereck@uoregon.edu</a>  University Registrar</p>	<p>DAY TO DAY  Karen Duncan, 541-346-2940  <a href="mailto:kduncan@uoregon.edu">kduncan@uoregon.edu</a>  Assistant Registrar</p> <p>Estelle Brunner, 541-346-2941  <a href="mailto:ebrunner@uoregon.edu">ebrunner@uoregon.edu</a>  Assistant Registrar</p> <p>TRANSFER CREDIT EVALUATOR  Transcript Evaluators, 541-346-2935  <a href="mailto:registrar@uoregon.edu">registrar@uoregon.edu</a></p>
<p><b>UNIVERSITY OF PORTLAND</b></p> <p>Admission  <a href="http://www.up.edu/prospective.html">www.up.edu/prospective.html</a></p>	<p>OVERALL RESPONSIBILITY  Linda Cannard, 503-943-7147  Associate Director of Admissions</p>	<p>TRANSFER CREDIT EVALUATOR  Transfer credit evaluator is under dean of school to which student seeks admission.</p> <p>Dr. James Stemler,  Arts/Science, 503-943-7221  Dr. Todd Shank, Business, 503-943-7224  Dr. Jane Martin, Nursing, 503-943-7211  Sister Maria Ciriello,  Education, 503-943-7135  Dr. Khalid Khan, Engineering, 503-943-7292</p>
<p><b>WARNER PACIFIC COLLEGE</b></p> <p>Admission  <a href="http://www.warnerpacific.edu/Admissions/admissions.asp">www.warnerpacific.edu/Admissions/admissions.asp</a></p>	<p>OVERALL RESPONSIBILITY  Victoria Cummings, 503-517-1013  Registrar</p>	<p>DAY TO DAY, TRANSFER CREDIT EVALUATOR  Victoria Cummings, 503-517-1013  Registrar</p> <p>Evaluations made by registrar under guidance from faculty</p>

<p><b>WASHINGTON STATE UNIVERSITY VANCOUVER</b></p> <p>Admission <a href="http://www.vancouver.wsu.edu/ads/admiss_list.htm">www.vancouver.wsu.edu/ads/admiss_list.htm</a></p> <p>Transfer <a href="http://www.vancouver.wsu.edu/ads/transfer.htm">www.vancouver.wsu.edu/ads/transfer.htm</a></p>	<p>OVERALL RESPONSIBILITY Kim Hiatt, 360-546-9563 <a href="mailto:hiatk@vancouver.wsu.edu">hiatk@vancouver.wsu.edu</a> Assistant Director of Admissions</p>	<p>DAY TO DAY Cindy Boyd, 360-546-9102 <a href="mailto:bovdc@vancouver.wsu.edu">bovdc@vancouver.wsu.edu</a> Janet Cleveland, 360-992-2585 <a href="mailto:cleveland@vancouver.wsu.edu">cleveland@vancouver.wsu.edu</a> Jama Comeskey, 360-546-9781 <a href="mailto:comeskey@vancouver.wsu.edu">comeskey@vancouver.wsu.edu</a> Terrie Jones, 360-442-2941 <a href="mailto:jonestst@wsu.edu">jonestst@wsu.edu</a> Julie Miller, 360-546-9782 <a href="mailto:millerj@vancouver.wsu.edu">millerj@vancouver.wsu.edu</a> Michael Reyes, 360-546-9162 <a href="mailto:reyesm@vancouver.wsu.edu">reyesm@vancouver.wsu.edu</a></p> <p>TRANSFER CREDIT EVALUATORS Gloria Hoyle, 360-546-9783 <a href="mailto:hoyle@vancouver.wsu.edu">hoyle@vancouver.wsu.edu</a> Becky Shaal, 360-546-9157 <a href="mailto:shaal@vancouver.wsu.edu">shaal@vancouver.wsu.edu</a> Annette Snow, 360-546-9572 <a href="mailto:snow@vancouver.wsu.edu">snow@vancouver.wsu.edu</a> Julie Talvitie, 360-546-9572 <a href="mailto:talvitju@vancouver.wsu.edu">talvitju@vancouver.wsu.edu</a></p>
<p><b>WESTERN CONSERVATIVE BAPTIST SEMINARY</b></p> <p>Admission <a href="http://www.westernseminary.edu/Prospective%20Students.htm">www.westernseminary.edu/Prospective%20Students.htm</a></p>	<p>OVERALL RESPONSIBILITY Rob Wiggins, 503-233-9561 x 325 Registrar</p>	<p>DAY TO DAY Rob Wiggins, 503-233-9561 x 325 Registrar</p>
<p><b>WESTERN OREGON UNIVERSITY</b></p> <p>Admission <a href="http://www.wou.edu/student/admissions/index.html">www.wou.edu/student/admissions/index.html</a></p>	<p>OVERALL RESPONSIBILITY David McDonald, 503-828-8211 <a href="mailto:mcdonald@wou.edu">mcdonald@wou.edu</a> Dean of Admissions, Enrollment Management, and Retention</p> <p>Nancy France, 503-838-8189 <a href="mailto:francen@wou.edu">francen@wou.edu</a> Registrar</p>	<p>DAY TO DAY, TRANSFER CREDIT EVALUATOR Nancy France, 503-838-8189 <a href="mailto:francen@wou.edu">francen@wou.edu</a> Registrar</p> <p>Dorothy Hendrickson, 503-838-8211 <a href="mailto:hendrid@wou.edu">hendrid@wou.edu</a> Office Manager, Admissions</p>

<b>WESTERN STATES CHIROPRACTIC COLLEGE</b>  Admission <a href="http://www.wschiro.edu/admiss/admiss_index.html">www.wschiro.edu/admiss/admiss_index.html</a>	<b>OVERALL RESPONSIBILITY</b> Jack Roberts, 503-251-5707 Dean of Student Services	<b>DAY TO DAY</b> Bob Conners, 503-251-5704 Lynn Dassenks, 503-251-2812 Charlene Hansen, 503-251-5703
<b>WILLAMETTE UNIVERSITY</b>  Admission <a href="http://www.willamette.edu/admission.htm">www.willamette.edu/admission.htm</a>	<b>OVERALL RESPONSIBILITY</b> Paul Olsen, 503-370-6206 <a href="mailto:registrar@willamette.edu">registrar@willamette.edu</a> Registrar	<b>DAY TO DAY, TRANSFER CREDIT EVALUATOR</b> Marilyn Plenge, 503-370-6206 <a href="mailto:mplenge@willamette.edu">mplenge@willamette.edu</a> Grad Specialist

3/10/2006jaj



**Southwestern Oregon Community College**  
**1988 Newmark Street**  
**Coos Bay, OR 97420**

### Confirmation of Transferability

SWOCC is considering offering the following course. Would you please identify the status you would give this course in transfer to your institution.

Please return this completed form to Lori Teribery, Curriculum Technician. [literibery@socc.edu](mailto:literibery@socc.edu) or fax to Lori Teribery at 541-888-7625

Course Title: #####

Course Number: #####

Lecture	Lab	Credit Hour
#####	#####	#####

Description:  
#####

Prerequisite: #####

#### FILL IN BELOW

Lower Division Transfer Elective only	<input type="checkbox"/>	
Lower Division Elective in major	<input type="checkbox"/>	
Major(s) requirement	<input type="checkbox"/>	
Supportive course requirement for major	<input type="checkbox"/>	
Minor requirement	<input type="checkbox"/>	
General Education requirement (Category)	<input type="checkbox"/>	_____

Comments: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_  
Institution

\_\_\_\_\_  
Name

\_\_\_\_\_  
Title

Find form can be found on the Faculty Information pages:

<http://www.socc.edu/academics/pgs/bm~doc/confirmation-of-transferability-form.docx>

## Appendix B Syllabus

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### Syllabus Requirements

#### Syllabus Template

#### Syllabus Template Part 2-Other Components

#### Refund Policies and Student Outcomes

##### *Syllabus Requirements*

Create a syllabus for your students and the Office of Instruction using the SWOCC Syllabus Template. The document will give students basic information about your expectations, your grading criteria, your office hours, and the title of the textbooks and other pertinent information. For non-credit classes, a formal syllabus is not necessary but students appreciate a basic information sheet about the class content and about you.

The syllabus is a contract between you and the student and is housed by the Office of Instruction for accreditation purposes. Once you have given the syllabus to your students, you need to adhere to stated policies. The instructor reserves the right to alter course sequence of presentations, readings, assignments, and exams/projects.

You must also send a copy of your syllabi to your Associate Dean by the second week of class each term. Every class must have a syllabus recorded for every term it is being taught.

The only exclusions that do not need syllabi are:

- MUP (music instruction)
- Individualized classes
- Welding
- PE 185 (unless it is *not* a sport)



**SYLLABUS TEMPLATE**  
**SOUTHWESTERN OREGON COMMUNITY COLLEGE**

<b>Course Title and Number:</b>		<b>Instructor:</b>	
<b>Year and Term:</b>	<b>Course Credits:</b>	<b>Office Location:</b>	
<b>Office Phone:</b>	<b>Office Hours:</b>	<b>Class Location:</b>	
<b>Meeting Time/Days:</b>		<b>Email Address:</b>	
Web Page Address: optional		Fax Number: optional	

<b>Course Description</b> <i>(as it appears in the approved College Course Outline)</i>	May elaborate on the official description if appropriate. Class prerequisites and the required placement scores, if applicable.
<b>Course Objectives</b> <b>Reflecting <u>Expected</u></b> <b><u>Student Learning</u></b> <b><u>Outcomes</u></b>	(Answers the question: Upon successful completion of this course, a student will be able to:)
<b>Grading</b>	<p><b>Course Requirements:</b> (i.e. class participation, homework assignments, quizzes, exams, papers and projects)</p> <p>Students who need reasonable accommodate should contact the instructor or call Disability Services for Students at 541-888-7405.</p> <p><b>Policies on Missed Exams and Late Work:</b></p> <p><b>Grading Scale and Standards:</b></p> <p><b>Disclaimer Regarding Changes:</b></p> <p><i>Optional</i> Attendance/Participation, Late work, Make-up exam, Incomplete Contract Instructions, Return of student work</p>

<b>Text(s)</b>	<b>Required Text(s), Title(s), Author(s) and Edition(s):</b>  <b>Optional Text(s):</b>  <b>Library Reserve Materials:</b>  <b>Required Reading Assignments with Due or Discussion Dates:</b>  <b>Optional Reading Assignment(s):</b> <i>(Be sure to inform or confirm with the library)</i>
<b>Required Materials</b>	Tools/Calculators/Flash Drives, Etc.
<b>Term Calendar</b> <i>(The instructor reserves the right to alter dates of presentations and exams/projects.)</i>	<b>Topics to be Covered:</b>  <b>Reading Assignments:</b>  <b>Due dates for Major Requirements:</b>  <b>Exam Dates:</b>
<b>Recommended Supplemental Course Materials</b>	optional
<b>Unique Class Procedure/Structures</b>	optinal-Can include information on cooperative learning, peer review, panel presentations, portfolios, case studies, journals or learning logs, and others
<b>Special Components</b>	optional-Can include information on science and computer labs, tutorials, library and computer classroom
<b>List of Important Dates</b>	optional-i.e. dropping classes, etc.
<b>Availability of Tutoring, Learning Lab, Academic Support</b>	optional

<b>Safety Issues</b>	optional-may include information on Evacuation of building in case of emergency, Electrical shock prevention, Equipment handling (lifting, etc.), Field Safety Considerations, Material Safety Data Sheets (MSDS) availability
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This form can be found online on the Faculty Information webpage:

<http://www.socc.edu/academics/pgs/bm~doc/syllabustemplate.docx>



## SYLLABUS TEMPLATE

### SOUTHWESTERN OREGON COMMUNITY COLLEGE

#### Policies and Guidelines

*Please note that components marked with asterisk (\*) require specific language if instructor chooses to include as syllabus information.*

##### **\*Cell Phone Use Policy**

Given the disruptive potential posed by cell phones, students are required to keep cell phones off during class lectures. Use of cell phones during laboratory exercises are permissible, but please consider those around you.

##### **Children in the Classroom**

Children represent a disruptive element for the classroom. They also increase the risk of accidents occurring in the laboratory. For those reasons, children should not be brought to either the classroom or the laboratory.

##### **\*Academic Honesty: Plagiarism And Cheating**

Cheating, plagiarism, and other acts of academic dishonesty are regarded as serious offenses. Instructors have the responsibility to submit, in a written report to the Dean of Students any such incident that cannot be resolved between the instructor and student. The policy of the Board of Education of Southwestern Oregon Community College on Student Rights, Student Code of Conduct, and Student Grievance Procedure outlines penalties ranging from admonition to expulsion from the class or college. In the policy, academic plagiarism is defined as: "The intentional submission for evaluation to a college instructor or administrator of material based, in significant part, on work done by someone other than the submitter without reasonable written indication to the evaluator of the material's true source." Academic cheating is defined as "The intentional submission for evaluation to a college instructor or administrator of material based, in part, on a source or sources forbidden by generally accepted standards or by regulation established by the evaluator and disclosed in a reasonable manner." The complete policy, student rights and responsibilities, penalties, and recourse through the Grievance Procedure can be found located in the Southwestern Oregon Student Handbook.

**\*Classroom Behavior**

Instructors have the responsibility to set and maintain standards of classroom behavior appropriate to the discipline and method of teaching. Students may not engage in any activity which the instructor deems disruptive or counterproductive to the goals of the class. Beepers, pagers, and cellular phones can be a nuisance and are not to be brought to the classroom. Instructors have the right to remove offending students from class. Repetition of the offense may result in expulsion from the course.

**\*Student Conduct**

Opt #1: Students must read and be familiar with the Code of Conduct as published in the Student Handbook, policies and procedures as outlined in campus publications, Southwestern Oregon policies.

Opt. #2: Students in this (or any) program of study should be especially aware of the severe consequences of plagiarism. Students that submit work that is not their own will be dealt with quickly and severely. It will be the recommendation of the faculty to remove such students from the College.

Opt. #3: Students that have a concern regarding any inappropriate conduct should bring it to the attention of their instructor, advisor, or Department Chair immediately. Inappropriate conduct situations will be reviewed immediately.

Opt. #4: Students taking this course should be aware of the potential diversity of the artistic perception of the participants - particularly as applicable to violence, artistic statements, and nudity. Please keep your material and remarks professional and appropriate and be sensitive to individuals that have views different than your own.

**\*Americans with Disability Act – Disability Accommodation Statement**

SWOCC recognizes the contribution that a diverse student body brings to the educational experience. If you have a documented disability that may require assistance, you will need to contact the Disability Services Office for coordination of your academic accommodations. The Disability Services Office is located on the Southwestern campus in Student Support Services, Stensland Hall. Please call the following number for more information 888-7405.

**\*Equal Opportunity**

It is the policy of Southwestern Oregon to provide equal educational opportunity and employment opportunities and to provide service benefits to all students and employees without regard to race, color, religion, national origin, sex, age, disability or any other status or characteristic protected by applicable state or federal law.

**\*Affirmative Action**

Inquiries regarding application of these and other regulations should be directed to the College's Affirmative Action Office.

**\*Discrimination/Harassment Policy**

It is the policy of Southwestern Oregon Community College Board of Education that there will be no discrimination or harassment on the grounds of race, color, gender, marital status, sexual orientation, religion, national origin, age, political affiliation, parental status, veteran status or disability in any educational programs, activities or employment. Persons having questions about equal opportunity and nondiscrimination should contact the Vice President of Administrative Services in Tioga 512. Phone 541-888-7206 or TDD 541-888-7368. All other issues, concerns, and complaints should also be directed to the Vice President of Administrative Services for referral to the appropriate administrator.

**Course Cancellations**

Notices of course cancellations at SWOCC are made through an automated system called ConnectEd. Notices of course cancellations will be sent to through the following messaging devices: voicemail – text to cell phone – email. To receive these important notices, please update your cell phone, telephone and email contact information through the front page of the SWOCC website or by logging into WebAdvisor, navigating to the User Account, choosing Address Change.

### *Refunds*

Students who stop attending classes during the term must formally withdraw by either dropping their classes through WebAdvisor or by filing a drop form with the Student First Stop Center. In emergencies a phone call followed by a written request will enable us to process a withdrawal for you. Refunds are computed from the date of formal withdrawal, not from the date you stopped attending classes.

Refund Deadline	
Course Length	Refund Deadline*
5 weeks or longer	Last business day of the second week
1 week to less than 5 weeks	Second day of the first week
1 week or less	Day before course first meets
“R” symbol next to course	5 business days prior to departure
*100% refund without responsibility of a grade	

For courses five weeks or longer, a 100% refund is given if the formal withdrawal is completed by the end of the last business day of the second week of classes. The refund procedure only extends through the second week of the term.

For courses that are scheduled to meet more than one week and less than five weeks, a 100% refund will be given if the formal withdrawal is completed by the end of the second day of the first week the course is scheduled to meet.

For courses that are one week or less in duration, a 100% refund will be given if the formal withdrawal is completed by the end of the day before the course is scheduled to meet the first time. This applies to courses that start on the first day of the regular term (summer, fall, winter, spring) or at some other time during the term; it is possible that a student would have to withdraw from a course before the course actually meets to receive a full refund. Fieldtrip courses preceded with an “R” symbol in this schedule have a refund period of five business days prior to the course’s departure.

Students who feel that their circumstances are extraordinary and warrant exception from this procedure may appeal to the Student First Stop Center in Dellwood Hall by completing a Request for Refund and Exception to Procedure form.

The credit balance refund process begins the third week of the term in which the student is currently enrolled. Students who receive financial aid funds will receive a refund after any funds owed to the College or the U.S. Department of Education are deducted. When the refund amount is less than \$5.00, students will be notified by mail to come to the Student First Stop Center to receive a cash disbursement. Students owing less than \$5.00 should make payments at the time of registration and this will serve as notice of the amount due.

A student withdrawing from courses AFTER the refund period is responsible to pay the balance due on any Federal Student loans, Educational Student Loans, and accounts receivables.

### *Competencies*

Competencies are knowledge, skills and attitudes (dispositions) that students will acquire through SWOCC degree program curriculum. These essential elements are expected to be demonstrated by SWOCC degree graduates.

The five essential competencies for all SWOCC degree graduates, with an accompanying definition, are listed below.

#### I. Communication

Students completing a degree will be able to demonstrate effective knowledge, skills and attitudes in reading, writing, speaking, and listening, presentation of self and of information.

#### II. Computation

Students completing a degree will be able to demonstrate effective knowledge, skills and attitudes in technology skills, computer proficiency, math proficiency, decision analysis (synthesis & evaluation), understanding of and ability to apply mathematical concepts and reasoning, analyzing and using numerical data.

#### III. Creative, Critical & Analytical Thinking

Students completing a degree will be able to demonstrate effective knowledge, skills and attitudes using curiosity, learning strategies, information gathering, analysis, synthesis, evaluation, creativity, research, and problem solving.

#### IV. Community/Global Consciousness & Responsibility

Students completing a degree will be able to demonstrate effective knowledge, skills and attitudes involving respect, citizenship, cultural awareness, interpersonal skills, ethics, lifelong learning, community service, self-esteem, integrity and empathy.

#### V. Discipline Content

Students completing a degree will be able to demonstrate effective skills and attitudes that are specific to a discipline or career.

Approved by Faculty Senate – January 28, 2005

Modified from the League for Innovations

### *Additional Information for Instructors*

#### **Student Learning Outcomes and Learning Assessment**

“Learning Outcomes are statements of the knowledge, skills, and abilities the individual student possesses and can demonstrate upon completion of a learning experience or sequence of learning experiences (e.g., course, program, degree).” Based on the work of Barr, McCabe, and Sifferlen - League for Innovation, 2001 at: [http://www.league.org/league/projects/lcp/lcp3/Learning\\_Outcomes.htm](http://www.league.org/league/projects/lcp/lcp3/Learning_Outcomes.htm))

#### **Institutional Expected Student General Learning Outcomes**

Students graduating from Southwestern Oregon Community College with a two-year degree are expected to have gained the knowledge, skills and attitudes (dispositions) and to demonstrate competency for the following institutional general learning outcomes:

##### **Communication**

Students completing a degree will be able to demonstrate effective knowledge, skills and attitudes in reading, writing, speaking, and listening, presentation of self and information.

Writing CAAP SWOCC 2008 Mean Score: 62

National Mean Score: 62.1

Writing CAAP SWOCC 2007 Baseline Mean Score: 61.7

National Mean Score: 62.2

##### **Computation**

Students completing a degree will be able to demonstrate effective knowledge, skills and attitudes in technology skills, computer proficiency, math proficiency, decision analysis (synthesis & evaluation), understanding of and ability to apply mathematical concepts and reasoning, analyzing and using numerical data.

Math CAAP 2008 Mean Score: 56

National Mean Score: 56.2

Math CAAP SWOCC 2007 Baseline Mean Score: 55.8

National Mean Score: 56.1

##### **Creative, Critical & Analytical Thinking**

Students completing a degree will be able to demonstrate effective knowledge, skills and attitudes using curiosity, learning strategies, information gathering, analysis, synthesis, evaluation, creativity, research, and problem solving.

Critical Thinking CAAP SWOCC 2008 Mean Score: 60.5

National Mean 2008 Score: 60.9

Critical Thinking CAAP SWOCC 2007 Baseline Mean Score: 59.5

National 2007 Mean Score: 60.9

Community/Global Consciousness & Responsibility

Students completing a degree will be able to demonstrate effective knowledge, skills and attitudes involving respect, citizenship, cultural awareness, interpersonal skills, ethics, lifelong learning, community service, self-esteem, integrity and empathy.

##### **Discipline Content**

Students completing a degree will be able to demonstrate effective skills and attitudes that are specific to a discipline or career.

##### **Data Collection**

Data is collected from the CAAP tests taken by each graduate to analyze the level of achievement of our students. View the [2008 student learning outcomes](#) information.

Expected Degree, Certificate and Program Learning Outcomes

Each degree, certificate and program at Southwestern clearly identifies the expected student learning outcomes as identified in the catalog and the program flyers (available Fall 2008). Upon completion, students will have learned or will be able to meet a set of expected student learning outcomes listed in areas meeting the identified expected student general learning outcomes.

#### **Expected Course Learning Outcomes**

Each course at Southwestern clearly identifies the expected student learning outcomes as identified in the course outline in the section titled objectives. Upon completion of the course, students will have learned or will be able to meet a set of identified criteria listed in this section in the areas of knowledge, skills and attitudes and values.

## Appendix C - EBSCO HOST DATABASES

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Southwestern Oregon Community College Library  
Coos Bay, Oregon 97420  
(541) 888-7270

### ***EBSCOhost Databases***

*EBSCOhost* includes a wide variety of databases that provides access to citations and full text articles from general and subject-specific periodicals; searching tools include several "limiting" options as well as a "translation" feature. *EBSCOhost* is accessible at the Library's web page <[www.socc.edu/library/index.html](http://www.socc.edu/library/index.html)>.

#### **Academic Periodical Databases:**

*Academic Search Premier*  
*AGRICOLA*  
*ERIC*  
*Legal Collection*  
*Military & Government Collection*  
*Points of View*  
*Professional Development Collection*  
*Religion & Philosophy Collection*  
*Vocational & Career Collection*

#### **Business Periodicals Databases:**

*Business Source Premier*  
*Computer Source*  
*Regional Business News*  
*Vocational & Career Collection*

#### **General Periodicals Databases:**

*EBSCO Animals*  
*Funk & Wagnalls New World Encyclopedia*  
*MAS Ultra – School Edition*  
*MasterFILE Premier*  
*Middle Search Plus*  
*Primary Search*  
*TOPICsearch*

#### **Health Periodicals Databases:**

*Alt HealthWatch*  
*CINAHL*  
*Health Source - Consumer Edition*  
*Health Source - Nursing/Academic Edition*  
*MEDLINE*  
*Nursing Reference Center*

#### **Newspaper Databases:**

*Newspaper Source*  
*Regional Business News*

#### **Psychology Periodical Databases:**

*PsycARTICLES*  
*Psychology & Behavioral Sciences Collection*



# Basic Search Help Sheet

## Creating a Basic Search

1. On the Basic Search Screen, enter your search terms in the **Find** field.
2. Use **Limiters** to narrow your search:
  - **Full Text** – limits search results to full text articles.
  - **Publication** – limits search results to articles from a specific title.

Use **Expanders** to broaden your search:

- **Also search within the full text of the articles** – expands search results by finding your term(s) within the full text of the articles.
- **Automatically "And" search terms** – expands results by applying the **AND** operator between terms, e.g., enter **space shuttle** to retrieve results for **space** and **shuttle**.
- **Also search for related words** – expands results to include synonyms and plurals.

3. Click the **Search** button.

## Searching Techniques

**Boolean operators** allow you to create a very broad or very narrow search.

- The **AND** operator combines search terms so that *each* result contains *all* of the terms. For example, type **electronic and resources** to find articles that contain both words.
- The **OR** operator combines terms so that *each* result contains *at least one* of the terms. For example, type **college or university** to find articles that contain either word.
- The **NOT** operator excludes search terms so that each result does *not* contain the terms that follow it. For example, type **computers not apple** to find articles that contain **computers**, but not **apple**.

**Wildcard (?) and Truncation (\*)** allow you to create searches using terms that have unknown characters, multiple spellings or various endings.

- A **wildcard** search (represented by a ?) will find all instances of your term(s) by automatically replacing the ? with a letter. Enter your term(s) and replace each unknown character with a ?. For example, type **ne?t** to find results containing **neat**, **nest** or **next**. EBSCOhost does not find **net** because the wildcard replaces a single character.
- A **truncation** search (represented by an asterisk \*) will find all forms of your term(s). Enter the root of a word and replace the ending with an \*. For example, type **comput\*** to find articles that contain the words **computer** and **computing**.

**Proximity** searching allows you to create searches for two or more terms that appear within a specified number of words apart in the article(s). The proximity operator *must* contain a **letter (N or W)** indicating the order of the words in the article *and* a **numeric** value, specifying the maximum number of words that appear between your terms. Place the operator *between* search terms.

- **Near Operator (N):** Inserting **N5** will produce results if the search terms are within five words of one another, *regardless* of the order in which they appear. For example, type **tax N5 reform** to find results that would match **tax reform** as well as **reform of the tax code**.
- **Within Operator (W):** Inserting **W8** will produce results if the search terms are within eight words of one another *and* in the order in which you entered them. For example, type **tax W8 reform** to find results that match **tax reform** or **tax without the ability to reform**, but do not match **reform of the tax code**.

## Appendix D - Websites of Interest to Faculty

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Hawaii Community College <http://www.hcc.hawaii.edu/intranet/committees/FacDevCom/index.htm>

This is a great source of information for new and old faculty. Subjects include: Creating Lesson Plans, Teaching Techniques, How People Learn, Classroom Motivation, Dealing with Stress, and Difficult Behaviors

The National Adjunct Faculty Guild <http://www.adjunctadvocate.com/>

Information on teaching of particular interest to adjunct faculty.

The League for Innovation in Community Colleges <http://www.league.org>

A great website to see what is new in education and technology.

Martindale's The Reference Desk: <http://www.martindalecenter.com/>

You will find all kinds of reference information at this site.

Faculty Online: <http://www.facultyonline.com>

Tells you about trends in educational technology, online professional development courses (cost), directories and web resources.

The Chronicle of Higher Education: <http://chronicle.com>

Good site for news from campuses, research updates, reports on government activities, education statistics and more

PERS Website: <http://oregon.gov/PERS/>

National Institute for Staff and Organizational Development: <http://www.nisod.org>

Articulation equivalency tables for OSU and U of O

[http://www.orst.edu/Dept/admindb/arttable/scr1140\\_003220.htm](http://www.orst.edu/Dept/admindb/arttable/scr1140_003220.htm)

[http://registrar.uoregon.edu/current\\_students/transfer-articulation](http://registrar.uoregon.edu/current_students/transfer-articulation)

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## Appendix E – Grievance and Harassment Procedures

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### *Informal Grievance*

This grievance procedure is provided to insure that due process exists for those persons (students, staff or general public) who allege that their rights at Southwestern Oregon Community College have been denied, abused, or diminished. A grievance is a complaint, dispute, or misunderstanding that is alleged to have occurred when the College acted in a manner that denies, abuses or diminishes the person's rights and privileges, provided for in the written procedures and policies of the College or guaranteed by State or Federal law. This includes, but is not limited to, allegations of discrimination (based on race, religion, color, sex, national origin, political affiliation, marital status, parental status, veteran status, disability age or sexual orientation), harassment or unfair treatment. The single point of contact for persons who allege that their rights at Southwestern Oregon Community College have been denied, abused, or diminished is the Vice President of Administrative Services. After an initial meeting with the complainant, the Vice President of Administrative Services will contact the appropriate College personnel and initiate an informal resolution process.

### *Informal Resolution*

The College encourages prompt resolution of all complaints, misunderstandings, or disputes. A reasonable effort by the grieving person(s) and other involved person(s) to arrive at an informal resolution of differences must occur before the formal grievance procedure can be initiated. Concerns that have not been resolved within 15 working days of the initial meeting with the Vice President of Administrative Services or designee may proceed to the formal grievance procedure.

### *Formal Grievance Procedure*

**Step A:** After a person with a grievance has made a good faith effort to resolve the situation with the person(s) against whom the person has a grievance, and has been unsuccessful in reaching a satisfactory resolution, the person with the grievance, (within sixty (60) days of the occurrence of the complaint, dispute, or misunderstanding), must write, date, sign and submit a formal grievance statement to the Office of the Vice President of Administrative Services (use Grievance Procedure Form Step A). Additionally, if the person is alleging discrimination or harassment, the person must also complete the Harassment/Discrimination Incident Documentation and Harassment/Discrimination Informal Complaint Report. The person(s) may choose to consult with a faculty member, an administrative officer of the College, counselor, or other staff or legal counsel for assistance in filling out the formal grievance statement. The person then submits the completed statement to the Vice President of Administrative Services. The Vice President of Administrative Services will refer the complaint to the appropriate staff for investigation. The person filing the grievance will be notified within five College working days by certified mail which College staff will be investigating the grievance. Within an additional 15 College working days, the grieving person will receive written notification of the investigator's decision (either upholding the grievance, denying the grievance or extending the time for additional investigation) by certified mail. In no case will a decision upholding or denying the grievance extend beyond three months from the date of initial filing.

**Step B:** If the grievance is not resolved at Step A, the person(s) may present the grievance in writing to the immediate supervisor of the College employee who responded to the grievance (use Grievance Procedure Form Step B). If the immediate supervisor of the College employee(s) is a College dean, proceed to Step C. This must be done within ten (10) College working days of receipt of notification of the decision in Step A. Within ten (10) College working days of receipt of the person's written, signed and dated grievance statement, the immediate supervisor of the College

employee who responded to the grievance shall meet with that College employee, the grieving person and the alleged offending person(s). Within ten (10) additional College working days, the supervisor shall notify all involved person(s) in writing whether the grievance will be upheld or denied.

**Step C:** If the problem is not resolved to the person's satisfaction at Step B, the person may file a written request (use Grievance Procedure Form Step C) to have the appropriate College vice president review the grievance. This must be done within ten (10) College working days of receipt of notification of Step B's outcome (or Step A, if the immediate supervisor is a dean). If Step B was skipped (because the immediate supervisor of the responding College employee was a vice president) the vice president shall meet with the College employee who responded in Part A, the grieving person(s) and the alleged offending person(s). The vice president shall notify the grieving person(s), the College employee who responded in Step A and the alleged offender(s) of his/her conclusions and decision within ten (10) College working days of the grieving person's request for action by the vice president.

**Step D:** If the grievance is not resolved to the person's satisfaction in Step C, the person may request, in writing, (use Grievance Procedure Form Step D) that the President of the College review the grievance.

#### *Actions of the President*

- I. The President, upon reviewing the grievance, may request additional information at his/her discretion, or make a decision based solely on the information presented in the grievance and previous responses.
- II. The decision of the President shall be final.

#### *Further Redress*

If you feel you have been discriminated against on the basis of race, color, religion, national origin, gender, age, disability or status as a Vietnam era or disabled veteran, you may have additional recourse under laws enforced by the Department of Education and Department of Labor, including Presidential Executive Order 11246, as amended, Title VI and Title VII of the 1964 Civil Rights Act, Title IX of the Education Amendments of 1972, the Veterans Readjustment Act of 1973, the Age Discrimination Acts of 1974-75, the Americans With Disabilities Act of 1990, and the Oregon Revised Statutes 659.030. Inquiries regarding the application of these and other regulations should be directed to either the College's Affirmative Action Officer (the Vice President of Administrative Services in T512) or the Office of Civil Rights, Department of Education Office, Seattle, Washington; or to the Office of Federal Contract Compliance Programs, Department of Labor, Seattle, Washington.

Adopted by Board of Education:

Policy #7.086 June 16, 1981

Revised: October 16, 1989

Revised: February 22, 1993

Revised: June 28, 1993

Changed to Administrative Policy January 22, 1996

Revised by Southwestern Administration:

Revised: January 13, 1997

Revised: February 26, 2001

Revised: July 28, 2003

Revised: February 7, 2005

SOUTHWESTERN OREGON COMMUNITY COLLEGE  
GRIEVANCE PROCEDURE FORM

STEP A (Cannot be submitted until after an informal attempt at resolution has been unsuccessful)

TO: \_\_\_\_\_  
Vice President of Administrative Services

DATE: \_\_\_\_\_

FROM: \_\_\_\_\_

RE: \_\_\_\_\_

This is notice that I am hereby initiating the Grievance Procedure.

STEP A:

I am initiating the grievance process against the following person(s), having been unable to informally resolve the problem:

Date the problem occurred:

Date of attempt to informally resolve problem:

Person(s) involved:

I feel that my rights as a person at Southwestern Oregon Community College have been denied, abused and/or diminished in the following way: (Please state as clearly and concisely as you can the problem as you see it.)

\_\_\_\_\_  
Signature of Person

\_\_\_\_\_  
Date

If you need help in filling out this form you may consult with a school counselor, faculty member, administrative officer of the College, or other staff.

SOUTHWESTERN OREGON COMMUNITY COLLEGE  
GRIEVANCE PROCEDURE FORM

STEP B (Cannot be submitted until after Step A is complete)

TO: \_\_\_\_\_  
Immediate Supervisor of College Employee Responding to Step A

DATE: \_\_\_\_\_

FROM: \_\_\_\_\_

RE: \_\_\_\_\_

Attached is a copy of the Grievance Procedure Form, Step A, along with the written reply of the College employee.

Having no resolution acceptable to me evolve from Step A, I am taking Step B of the Grievance Procedure, in which I am asking that you review the stated problem with me and the other involved persons in hopes of resolving it.

\_\_\_\_\_  
Signature of Person

\_\_\_\_\_  
Signature of College employee

\_\_\_\_\_  
Date

If you need help in filling out this form you may consult with a school counselor, faculty member, administrative officer of the College, or other staff.

SOUTHWESTERN OREGON COMMUNITY COLLEGE  
GRIEVANCE PROCEDURE FORM

STEP C (Cannot be submitted until after Step A and Step B are completed)

TO: \_\_\_\_\_  
Appropriate College Dean

DATE: \_\_\_\_\_

FROM: \_\_\_\_\_

RE: \_\_\_\_\_

Attached are copies of the Grievance Procedure Form, Step A and Step B (when required), along with the written replies of the supervisor(s) of the College employee(s) who responded to Step A and Step B.

Having no resolution acceptable to me evolve from Step A or Step B, I am initiating Step C of the Grievance Procedure, in which I am asking that you review the stated problem with me and the responding College employees' supervisor(s) in hopes of resolving it.

\_\_\_\_\_  
Signature of Person

\_\_\_\_\_  
Signature of College employee

\_\_\_\_\_  
Date

If you need help in filling out this form you may consult with a school counselor, faculty member, administrative officer of the College, or other staff.

SOUTHWESTERN OREGON COMMUNITY COLLEGE  
GRIEVANCE PROCEDURE FORM

STEP D (Cannot be submitted until after Step A, Step B and Step C are completed)

TO: \_\_\_\_\_  
President

DATE: \_\_\_\_\_

FROM: \_\_\_\_\_

RE: \_\_\_\_\_

Attached are copies of the Grievance Procedure Forms for Step A, Step B (when required), and Step C, along with the written replies of the responding College employee(s), the supervisor(s) of the College employee(s), and the Vice President.

\_\_\_\_\_  
Signature of Person

\_\_\_\_\_  
Signature of College employee

\_\_\_\_\_  
Date

If you need help in filling out this form you may consult with a school counselor, faculty member, administrative officer of the College, or other staff.

**SOUTHWESTERN OREGON COMMUNITY COLLEGE  
EEO/AFFIRMATIVE ACTION/ADA/HARASSMENT/DISCRIMINATION  
INFORMAL COMPLAINT REPORT FORM**

---

**Report Dates:#####**

**Location or department where incident occurred:#####**

**Incident Date:#####**

**Name of person reporting:#####**

**Phone: #####**

☐ **Confidential:** Check here only if you want your name kept confidential. This means your name would be on file, but it would not be shared with the reported offender without your permission. It may be necessary to have permission to use your name if the College is going to take action on this complaint.

☐ **Anonymous:** Check here only if you are submitting this complaint anonymously (without using your name at all). If you are submitting it anonymously, the information will be used for tracking purposes only. Do not record your name or the name(s) of the person(s) you are complaining against.

**Reported by:** ☐ Student ☐ Instructor ☐ Administrator ☐ Other Staff ☐ Other

**Reported Offender (check one):**

☐ Student ☐ Other Staff  
☐ Instructor ☐ Other  
☐ Administrator

**Reported Victim (check one):**

☐ Student ☐ Other Staff  
☐ Instructor ☐ Other  
☐ Administrator

**If this is a complaint of harassment or discrimination, please describe the incident. #####**

**What action would you like the school or department to take?:#####**

This informal complaint Report Form may be submitted to the Vice President of Administrative Services, Tioga Hall, Room 512, 1988 Newmark, Coos Bay, Oregon 97420-2912. Phone: (541) 888-7402 or TDD (541) 888-7368.

**SOUTHWESTERN OREGON COMMUNITY COLLEGE  
EEO/AFFIRMATIVE ACTION/ADA/HARASSMENT/DISCRIMINATION  
INCIDENT DOCUMENTATION FORM**

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*To be filled out by administrator only*

**Administrator name:#####**

**Report Date: #####**

**Department where incident occurred:#####**

**Incident Location:#####**

**Incident Date: #####**

**If this was an incident of harassment, indicate the nature of the harassment:**

- |                                    |                                  |                                   |
|------------------------------------|----------------------------------|-----------------------------------|
| <input type="checkbox"/> Nonverbal | <input type="checkbox"/> Written | <input type="checkbox"/> Physical |
| <input type="checkbox"/> Verbal    | <input type="checkbox"/> Graphic | <input type="checkbox"/> Sexual   |

**If this was an incident of discrimination, indicate the nature of the discrimination:**

- ☐ One student was treated differently from another in determining whether he or she satisfied any requirement or condition for the provision of a program, service, benefit or aid.
- ☐ Programs, services, benefits or other aid were provided in a manner that differentiates among students.
- ☐ Programs, services, benefits or other aid were denied to a student.
- ☐ A student was subjected to separate or different rules of behavior, sanctions or other treatment.
- ☐ Enjoyment of any right, privilege, advantage or opportunity was otherwise limited.

**What was the basis of the harassment or discrimination:**

- |                                          |                                             |                                                     |
|------------------------------------------|---------------------------------------------|-----------------------------------------------------|
| <input type="checkbox"/> Disability      | <input type="checkbox"/> Ethnicity          | <input type="checkbox"/> Socioeconomic Status       |
| <input type="checkbox"/> Race            | <input type="checkbox"/> Sexual Orientation | <input type="checkbox"/> Cultural Background        |
| <input type="checkbox"/> Color           | <input type="checkbox"/> Age                | <input type="checkbox"/> Familial Status            |
| <input type="checkbox"/> Gender          | <input type="checkbox"/> Religion           | <input type="checkbox"/> Physical Characteristics   |
| <input type="checkbox"/> National Origin | <input type="checkbox"/> Marital Status     | <input type="checkbox"/> Linguistic Characteristics |

**Reported Offender (check one):**

- |                                        |                                      |
|----------------------------------------|--------------------------------------|
| <input type="checkbox"/> Student       | <input type="checkbox"/> Other Staff |
| <input type="checkbox"/> Instructor    | <input type="checkbox"/> Other       |
| <input type="checkbox"/> Administrator |                                      |

**Reported Victim (check one):**

- |                                        |                                      |
|----------------------------------------|--------------------------------------|
| <input type="checkbox"/> Student       | <input type="checkbox"/> Other Staff |
| <input type="checkbox"/> Instructor    | <input type="checkbox"/> Other       |
| <input type="checkbox"/> Administrator |                                      |

**Describe the incident:#####**

**Who responded to the incident and what were the findings:#####**

**What action was taken, when and by whom:** ☐ counseling ☐ discipline ☐ other

*Description of action taken: #####*

Return to the Vice President of Administrative Services, Tioga Hall, Room 512, 1988 Newmark, Coos Bay, Oregon 97420-2912. Phone: (541) 888-7402 or TDD (541) 888-7368.

## **HARASSMENT**

It is the Administrative policy of the Southwestern Oregon Community College District that no one shall be excluded from participation, denied benefits, or be subjected to harassment in any activity of the college community because of race, religion, color, sex, national origin, political affiliation, marital status, parental status, veteran status, disability, age, or sexual preference.

It is the policy of the College to maintain an environment that is free of any form of harassment. Harassment complaints shall be processed through the College's discrimination complaint procedure unless provided otherwise in collective bargaining agreement or in student grievance procedures. Appropriate disciplinary measures for all substantiated incidents of harassment will be taken up to and including termination or expulsion (in accordance with collective bargaining agreements or student grievance procedure when such are applicable).

## **DEFINITIONS**

**Harassment:** Any conduct which has the purpose or the effect of unreasonably interfering with an individual's education or performance of duties or creates an intimidating, hostile, or offensive environment. This conduct applies to race, color, religion, national origin, political affiliation, age, sex, marital status, veteran status, parental status, disability, or sexual preference.

**Sexual harassment:** Sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature when:

1. submission to such conduct is made either explicitly or implicitly a term or condition of the provision of services or of an individual's employment;
2. submission to or rejection of such conduct by an individual is used as a basis for employment decisions or as the basis for a grade or other decisions affecting students;
3. the conduct has the purpose or effect of unreasonably interfering with an individual's performance of duties or creates an intimidating, hostile, or offensive environment.

Sexual relationships between subordinates and supervisors and faculty and students are discouraged by the College because of the liability that may result from such activities from both a personal and institutional perspective and the inappropriateness of such relationships.

Adopted by Board of Education:  
Policy #1.032 August 28, 2003  
Revised July 29, 2003  
Revised February 7, 2005  
ORS 659.010, 659.020

## Appendix F – Part-Time Faculty Tuition Waiver Credit

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It is the administrative policy of the Board of Education of the Southwestern Oregon Community College District that, beginning fall term 2001, part-time faculty will receive a tuition waiver credit to take eligible courses at Southwestern Oregon Community College. Enrollment will be on a space available basis. The part-time faculty member should determine before, or at the beginning of the course, if the course is already full or likely to be full by speaking to the appropriate Division Director. If it is determined that the course will have room, the part-time faculty member should attend class from the beginning. Part-time faculty members will be allowed to register for the course at the beginning of the second week of the term, or at an equivalent time for courses that are not scheduled according to the regular term calendar.

### Tuition waiver credit accrual will be based on the following formula:

10 contact hours of instruction = 1 tuition credit.

Maximum tuition credit accrual per term is 4.

Maximum tuition credit accrual per year is 16.

Maximum tuition credit accrual will not exceed 16 total.

Tuition credits will be applied at the end of each term at which time records will be electronically updated.

### Guidelines for part-time faculty tuition credit waivers:

Waiver is for the cost of tuition *only*. The part-time faculty will pay all other fees, materials, books, and incidental charges associated with the course.

Tuition waiver credits may be used as they are received or saved and used all in one term. (*New part-time faculty may utilize the tuition waiver credit benefit beginning with their second term of employment.*)

When the annual maximum accrual of 16 credits has been reached, the part-time faculty must utilize some or all of the tuition waiver benefit or forfeit further accrual.

The part-time faculty tuition waiver is for the part-time faculty member *only* and is not extended to dependents.

If the part-time faculty registers for a class with course credits greater than the tuition waiver credits currently accrued, the part-time faculty is responsible for payment of the difference.

The part-time faculty must complete the attached part-time faculty tuition waiver form and obtain the appropriate approval prior to enrolling in class(es) each term.

If the part-time faculty member is no longer employed by Southwestern, the tuition waiver credits must be used within one year of the last date employed or the credits will be forfeited.

### Ineligible Courses:

Courses offered through grants that require eligibility.

Courses offered through Contracted Training and Development.

Courses offered through the Business Development Center.

[Non-SWOCC] On-line courses.

As long as the part-time faculty tuition waiver credit benefit exists, the part-time faculty is eligible to use the waiver as stipulated. In rare cases, requests to utilize this benefit may be subject to review and approval by the Vice President of Instruction.

Adopted by the Board of Education:  
Policy # 6.5.016 November 26, 2001

cd rev: 3/7/02



**SOUTHWESTERN OREGON COMMUNITY COLLEGE**  
**PART-TIME FACULTY TUITION BENEFIT REQUEST**

NAME: \_\_\_\_\_ SOCC ID #: \_\_\_\_\_

Subject Area Taught: \_\_\_\_\_ Phone: \_\_\_\_\_

In accordance with Administrative Policy #6.5.016, part-time faculty receive a tuition waiver credit to take eligible courses at SOCC. This form must be submitted for each term that a part-time faculty member wishes to receive the tuition waiver. If you register for a class with course credits greater than the credit waiver you have accrued, you will be responsible for payment of the difference. This waiver covers tuition only. The part-time faculty member is responsible for payment of all charges in excess of the waived tuition and will be billed for those charges in the same manner as other students. **Payment or arrangements to pay the excess charges by the payment deadline for the term courses are taken is the responsibility of the part-time faculty member listed above. Failure to pay may result in late fees, interest, and collection procedures.** This form is for the purpose of waiving tuition only; it does not register you for classes.

Term and Year of this tuition waiver request: \_\_\_\_\_

or  
Date Class Begins: \_\_\_\_\_ Date Class Ends: \_\_\_\_\_

TLN	Course Title	# Credits	Course Number
This information must be completed or the form will be returned. Please use Web Advisor or the current class schedule for correct information.			

**NOTE:** One credit will be applied for non-credit courses.

<b>Total Credits requested this term</b>

I agree to the terms and conditions of this dependent waiver request.

Payroll deduct any excess fees: Yes \_\_\_\_ No \_\_\_\_ (If neither is indicated, fees will be deducted.)

\_\_\_\_\_  
Employee Signature Date

**EMPLOYEE: FORWARD TO YOUR SUPERVISOR / DIVISION DIRECTOR**

*Approval is required because tuition waived enrollment is on a space available basis.*

Supervisor or Division Director:	Date:
Manager:	Date:

Division Director: please notify requestor that: \_\_\_\_ they may register immediately OR  
\_\_\_\_ they must wait until 2<sup>nd</sup> week to register OR  
\_\_\_\_ this request is not approved for the following reason: \_\_\_\_\_

**SUPERVISOR: FORWARD TO HUMAN RESOURCES**

Human Resources Office:	Date:
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ckh 3/2002 revised: 2/04, 9/05 br

<b>Credit Wavier Balance</b>
Beginning Balance _____
Used this Request - _____
New Balance _____

## Appendix G – Southwestern Oregon University Center



SOCC Campus Tioga 318541-888-1518 southwestern@ous.edu  
Oregon University System Distance Programs

<p><b><u>Eastern Oregon University</u></b> <b>Bachelor's Degrees</b></p> <ul style="list-style-type: none"> <li>• Anthropology/Sociology</li> <li>• Business Administration</li> <li>• Business Economics</li> <li>• English (Literature/Film)</li> <li>• Fire Services Administration</li> <li>• Liberal Studies (select 2 minors below)</li> </ul> <p><b>Minors:</b> Anthropology/Sociology, Biology, Business, Chemistry, Economics, English (Literature/Film), Gender Studies, Geography, Gerontology, Health Studies, History, Interdisciplinary Writing, Native American Studies, Philosophy, Physical Education, Political Science, Psychology, Spanish</p> <ul style="list-style-type: none"> <li>• Philosophy, Politics, and Economics</li> <li>• Physical Activity and Health</li> <li>• Psychology</li> <li>• Multidisciplinary Studies (with Initial Teacher Licensure) <u>CUESTE</u>- on-site in Coos Bay</li> </ul> <p><b>Graduate Degrees</b></p> <ul style="list-style-type: none"> <li>• Education-Master of Science, Continuing Lic.</li> </ul>	<p><b><u>Portland State University</u></b> <b>Bachelor's Degrees</b></p> <ul style="list-style-type: none"> <li>• Criminology</li> <li>• Liberal Studies</li> </ul> <p><b>Minors:</b> Civil Leadership, Psychology, Sociology, Sustainable Urban Development, Women's Studies</p> <ul style="list-style-type: none"> <li>• Social Science</li> </ul> <p><b>Graduate Degrees</b></p> <ul style="list-style-type: none"> <li>• Online MBA+ *</li> <li>• MA/MS Curriculum and Instruction - online</li> </ul> <p><b>Certificates:</b> Early Childhood Education, Rural Communities Social Services, Volunteer</p>
<p><b><u>Oregon State University</u></b> <b>Bachelor's Degrees</b></p> <ul style="list-style-type: none"> <li>• Environmental Science</li> <li>• Fisheries and Wildlife</li> <li>• General Agriculture</li> <li>• Liberal Studies</li> <li>• Natural Resources</li> <li>• Political Science</li> </ul> <p><b>Minors:</b> Anthropology, Business/Entrepreneurship, Chemistry, Environmental Science, Fish &amp; Wildlife, German, Natural Resources, Political Science, Psychology, Sociology, US History, Writing</p> <p><b>Graduate Degrees</b></p> <ul style="list-style-type: none"> <li>• Adult Education (Ed.M.)*</li> <li>• M.A.T. – initial licensure in Elem/ECE</li> <li>• Master of Education</li> <li>• Master's in Science and Math Education Free Choice Learning or School Based</li> <li>• Master Radiation Health Physics</li> <li>• Master of Health Physics (no thesis)</li> <li>• Ph. D. in Counseling</li> </ul> <p><b>Graduate Certificates</b></p> <ul style="list-style-type: none"> <li>• Cartography, Fisheries Management, Geographic Information System – GI Sciences (Undergrad &amp; Grad), Remote Sensing, Sustainable Natural Resources, Water Conflict Management</li> </ul>	<p><b><u>Southern Oregon University</u></b> <b>Bachelor's Degrees</b></p> <ul style="list-style-type: none"> <li>• Criminology/Criminal Justice</li> <li>• Business Administration</li> <li>• Public or Managerial Accounting</li> <li>• Management of Aging Services</li> <li>• Management</li> <li>• Early Childhood Development</li> </ul> <p><b>Graduate Degrees</b></p> <ul style="list-style-type: none"> <li>• Education (M.Ed. and Continuing Licensure)</li> <li>• MBA – requires Saturday campus visits</li> </ul> <p><b>Certificates:</b> Mgmt of Aging Services, Accounting, Mgmt of Human Resources, Non-Profit Mgmt, READ OREGON, Special Education</p>
<p><b><u>Western Oregon University</u></b> <b>Bachelor's Degrees</b></p> <ul style="list-style-type: none"> <li>• Fire Services Administration</li> <li>• Criminal Justice (minor in Homeland Security/Community Preparedness)</li> </ul> <p><b>Graduate Degrees</b></p> <ul style="list-style-type: none"> <li>• Secondary Education (M.A.T.)*</li> <li>• Master of Arts in Criminal Justice</li> </ul> <p><b>Certificate:</b> Homeland Sec/Community Prep</p>	<p><b><u>Oregon Institute of Technology</u></b> <b>Bachelors – degree completion</b></p> <ul style="list-style-type: none"> <li>• Applied Health Management</li> <li>• Operations Management - online</li> <li>• Information Technology – online Option: Applications Development</li> <li>• Vascular Technology</li> <li>• Radiological Science</li> <li>• Echocardiography</li> <li>• Dental Hygiene</li> <li>• Respiratory Care</li> <li>• Polysomnographic Technology (Certificate/Associate)</li> </ul> <p><b>Minors:</b> Business, Information Technology</p> <p><b><u>University of Oregon</u></b> <b>Bachelor's Degrees</b></p> <ul style="list-style-type: none"> <li>• Marine Biology (onsite at OIMB)</li> </ul> <p><b>Graduate Degrees</b></p> <ul style="list-style-type: none"> <li>• Applied Information Management: Curriculum Components: Information Mgmt, Information Design, Business Mgmt, Applied Research</li> <li>• Marine Biology (onsite at OIMB)</li> </ul> <p>Even if you are not a currently admitted U of O student, you can take course at the U of O through the Community Education program. Students can take almost any course offered by the U of O.</p> <p><b><u>Oregon Health and Science University</u></b> <b>Bachelor's Degrees</b></p> <ul style="list-style-type: none"> <li>• RNBSN</li> </ul>

## **Appendix H - Emergency Evacuation Procedures**

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### **Accident and Injury Emergency Procedures**

#### **Emergency Numbers**

#### **Emergency Phone List**

#### **Fire Extinguisher Instructions**

#### **Evacuation Procedures**

#### **Evacuation of Disabled Persons**

#### **Chemical Exposure/Body Fluids/Medical Assessment**

#### **Specific Actions in the Event of:**

- Severe Weather Conditions
- High Winds, Heavy Rains, and Floods
- Earthquake
- Fire and Explosion
- Bomb Threat
- Violent Crime
- Utility Failure
- Elevator Failure

### **Accident and Injury Emergency Procedures**

1. **Actions:** First, determine the extent of the accident or injury. If there is a serious condition, contact 911. If not able to determine if there is a serious condition, contact 911. When in doubt, it is better to get assistance than to hesitate.
2. Before leaving the scene of an accident or injury to call for emergency assistance, calmly **survey the scene and determine:**
  - Location of the accident
  - Location of the nearest phone
  - What happened
  - How many are injured
  - Condition of the victim(s)
  - Help (first aid) being given

### **This information will be needed when calling for assistance.**

3. Contact 911 Emergency Assistance
  - (1) Use a black emergency telephone – this will connect you to Gold Coast Security
  - (2) Dial 7911 from campus telephone – this will connect you to Public Safety on campus
  - (3) Dial 9-911 from a campus telephone – this will connect you to a 911 Operator:  
**Dial 9, wait for dial tone, dial 911**
  - (4) Dial 911 from a public (pay) telephone. No money is needed for this call.  
*Be sure to stay on the line with the switchboard/security personnel or the 911 operator until they have all the information they need.*
4. If you call 911 emergency assistance directly, contact switchboard or security personnel immediately afterwards to inform them of the situation.
5. For more information on contacting 911, see *Emergency Numbers*.

## Campus Payphone Location & Phone Numbers

1. Dellwood Hall 888-9938
2. Sitkum Hall 888-9979

## Accident and Injury Emergency Procedures

### Emergency Numbers

*There are four ways to reach 911 Emergency Assistance...*

- (1) Use a black emergency telephone – this will connect you to Gold Coast Security
- (2) Dial 7911 from campus telephone – this will connect you to Public Safety on campus
- (3) Dial 9-911 from a campus telephone – this will connect you to a 911 Operator

### Dial 9, wait for dial tone, dial 911

- (4) Dial 911 from a public (pay) telephone. No money is needed for this call.

*Be sure to stay on the line with the switchboard/security personnel or the 911 operator until they have all the information they need.*

(1) and (2) will connect you with the Gold Coast Security or Public Safety personnel who will then handle all coordination directly with 911 Emergency Services. They will also inform the appropriate college officials.

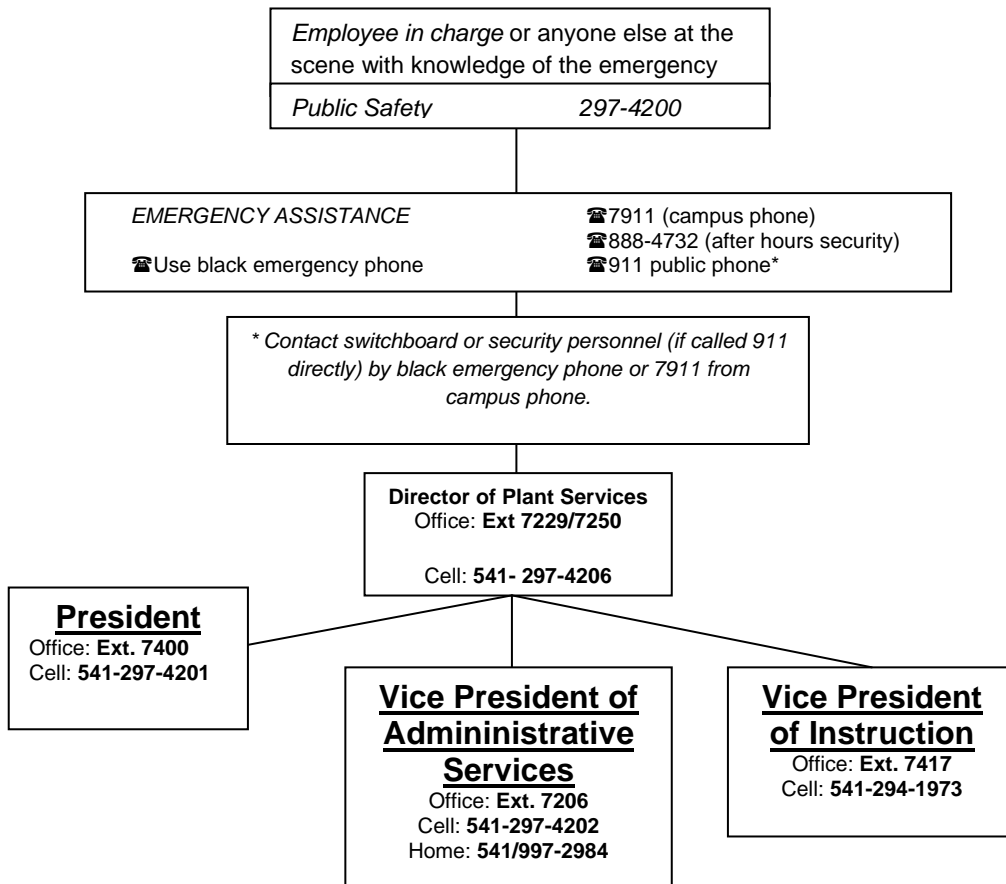
(3) and (4) will contact 911 Emergency Services directly. When released from the 911 operator, contact Public Safety (7911 from campus phone) to inform them of the emergency situation. REMEMBER TO STAY ON THE LINE UNTIL ALL INFORMATION IS GIVEN AND YOU ARE RELEASED.

### Contacting 911 Emergency Assistance

WHEN	CALL	LOCATION OF PHONE
While classes are in session (8 A.M. – 10 P.M., M-F)	1. Use black emergency phone or 2. Dial 7911 using a campus phone	1. Located in Tioga (1 <sup>st</sup> & 5 <sup>th</sup> ), Empire (1 <sup>st</sup> ), Prosper(1 <sup>st</sup> & 2 <sup>nd</sup> ), Randolph, Sitkum, Coaledo, Fairview, Sumner, Eden
Before 8 A.M., after 10 P.M. M-F or on weekend and holidays	or 3. Dial 9-911 using a campus phone or 4. Dial 911 directly from a public pay phone(no money needed)	2. Located in all campus offices 3. Located in all campus offices 4. Located outside of Dellwood (west entrance) and Sitkum (east entrance)

*\* If dialed 911 directly (step 3 or 4), contact the switchboard immediately afterward.*

**EMERGENCY PHONE LIST: Chain of Notification in the Event of an Emergency**









## Emergency Equipment

First aid kits, fire extinguishers and fire alarms (pull stations) are located on each floor in each building. All Southwestern employees should know where the closest first aid kit, fire extinguisher and fire alarms are in relation to their primary work station.

## How to Use Your Fire Extinguisher

Fire extinguishers are located on each floor throughout all buildings. These ABC extinguishers may be used on all classes of fires. In addition, other areas have carbon dioxide extinguishers for use on Class B and C fires.

### Types of Fires

	Letter		Symbol
1. <b>HOLD UPRIGHT PULL PIN</b> (To snap wire seal)		<i>For Wood, Paper, Cloth, Trash and ordinary materials.</i>	
2. <b>SQUEEZE LEVER</b>		<i>For Gasoline, Grease, Oil, Paint and other Flammable Liquids.</i>	
3. <b>AIM AT BASE OF FIRE</b> (Sweep quickly using side to side motion)		<i>For Live Electrical Equipment</i>	

*Use your fire extinguisher only on the types of fires designated by the letters and symbols shown above and on the nameplate.*

## Evacuation Procedures

- 1. When evacuating a building, walk briskly, do not run.** Remain calm and act in a quiet, orderly manner. **Help people in need of assistance.**
- 2. The stairways in Tioga, Prosper, and Empire are designed primarily as fire escapes.** They are insulated and reinforced, offering the best protection when exiting these buildings. If for some reason your designated exit (stairway or other) is blocked, quickly go to the nearest alternative fire exit. ***DO NOT USE THE ELEVATORS***
- 3. Once outside of the building, go directly to your designated rally point.**
- 4. Keep streets, fire lanes, hydrants and walkways clear for emergency vehicles and crews.**
- 5. Do not return to an evacuated building** unless told to do so by the Police, Fire Department, Public Safety, Maintenance, Vice President of Administrative Services, or other designated emergency personnel in charge. The message to return to an evacuated building will be given at the rallying points.  
Note: If there is time before evacuating, turn off all computer equipment and other office equipment if possible.

**The following table lists all rallying points for all buildings.**

Building	Rally Point
Dellwood Hall	Parking Lot # 1 (near Dellwood)
Stensland Hall	Parking Lot #1
Empire Hall (All Floors)	Parking Lot # 1
Randolph Hall	Parking Lot # 1
Umpqua Hall	Parking Lot # 1
Apprenticeship Building	Parking Lot # 1
Tioga Hall (All Floors)	Parking Lot # 2 ( Near Tioga)
Sitkum Hall	Parking Lot # 2
Coaledo Hall	Parking Lot # 2
B-2/Wrestling	Parking Lot #2
Eden Hall	Parking Lot # 3 (Near Fire Training Center)
Sunset Hall	Parking Lot # 3
Sumner Hall	Parking Lot # 3
Lampa Hall	Parking Lot # 3
Fairview Hall	Parking Lot #3
Prosper Hall	Parking Lot #3
Fire Science Lab and offices	Fire Science Outdoor Area
Newmark Ctr. & Family Ctr.	Parking lot in front of both buildings
Maintenance	Park Lot # 1

When evacuation is required (for bomb threat, fire, etc.) stay as far away as possible from the source of danger (at least 300 feet).

## Procedures to Assist Disabled Persons

### • Visually-Impaired Persons

Most visually-impaired persons will be familiar with the immediate area they are in. In the event of evacuation, explain to the person that evacuation procedures have begun and offer to guide her/him to the appropriate exit. Have the person take your elbow. As you walk, describe where you are and advise of any obstacles. When you have reached safety, reorient the person and ask if any further assistance is needed.

### • Hearing-Impaired Persons

Persons with impaired hearing may not perceive emergency alarms. Alternate warnings must be given. Two methods are: (1) writing a note telling what the emergency is and the nearest evacuation route, or (2) turning the light switch off and on to gain attention, then indicating through gestures or in writing what is happening and what to do.

### • Mobility-Impaired Persons

When assisting a mobility-impaired person, remember that an Evacu-Trac is available in Tioga on the 3<sup>rd</sup>, 4<sup>th</sup>, and 5<sup>th</sup> floors. There is also one available on the gym floor level in Prosper Hall. Use the Evacu-Trac to move a mobility-impaired person. Only carry a person as a last resort.

People using crutches, canes or walkers should be treated as if they were injured persons for evacuation purposes. Carrying options include using a two-person lock arm position or using a sturdy chair, preferably one with arms, to transport the individual.

Most students in wheel chairs will be able to exit from the ground floor without assistance. Some people have minimal ability to move and lifting them may be dangerous to their well being. Non-ambulatory persons' needs and preferences will vary. Always consult the person as to preference in regard to:

- *ways of being removed from the wheel chair*
- *number of people necessary for assistance*
- *whether a seat cushion or pad should be brought along if the person is removed from the wheel chair*
- *whether to extend or bend extremities when lifting because of pain, catheter, leg bags, braces, etc.*
- *being carried forward or backward on a flight of stairs*
- *care after evacuation, if removed from the wheel chair*

d the

Some people in wheel chairs may have electrical artificial respirators attached. They should be given priority assistance if there is smoke or fumes, as their ability to breathe is seriously jeopardized.

If the wheel chair is left behind, remove it from the stairway and place it so it does not block others. If the wheel chair is to be taken, remove the batteries (if a power wheel chair) before attempting to transport it. Make sure the footrests are locked and the motor is off.

If the Newmark Center requires evacuation, the top of the stairwells at the east and west ends of

the building are areas of rescue assistance. If a person cannot be moved safely down the stairs, these areas are fire-resistant for up to one hour. Push the button at the top of the stairwell; speak clearly into the microphone; you will be heard outside by emergency personnel who know to come to the building to assist you.

## Hazardous Materials/Body Fluids Spill

- **Chemical Exposure**

There are many chemicals that can cause adverse health effects. There are other chemicals that present physical hazards and are unstable; if handled improperly they can cause fires or explosions.

If a major chemical spill occurs, try to contain it by closing doors, windows, etc., before leaving the affected area. Call Public Safety at 297-4200.

If someone is exposed to a potentially harmful chemical, a Material Safety Data Sheet (MSDS) for the specific chemical should be found. The master MSDS book is in the mail room (other partial books are in the biology lab and chemistry lab). The MSDS will give you instructions on how to treat someone exposed to the chemical, whether to the skin, eyes, etc. Another way to obtain a MSDS is to go to [www.msdssearch.com](http://www.msdssearch.com) on the web. Simply type in the product name and the MSDS for that product will appear.

- **Body Fluids Exposure**

**UNLESS IT IS A LIFE AND DEATH SITUATION, DO NOT HANDLE BODY FLUIDS. CONTACT MAINTENANCE AT 297-4206 FOR NECESSARY CLEAN UP.** If you **must** handle another person's body fluids, wear disposable gloves at all times. **NEVER TOUCH BODY FLUIDS WITHOUT GLOVES.** Avoid getting body fluids in your eyes, mouth, open sores, or wounds. If exposed, rinse the affected area immediately and wash with soap and water and contact Administrative Services immediately and complete an incident report form.

- **Medical Assessment Procedure**

If a serious medical condition is encountered, ask yourself the following questions, and follow the appropriate procedures:

- Is it a life threatening condition? If yes, call 911.
- Does there appear to be breathing difficulty? If yes, call 911.
- Is there severe bleeding? If yes, call 911.
- Is the person unconscious or extremely dizzy? If yes, call 911.

After calling 911, contact Public Safety at 297-4200.

Before an emergency occurs, please familiarize yourself with where first aid kits are located in your work area. Kits are replenished on a regular basis; if you notice supplies running low, please contact Maintenance at 888-7250.

After a medical incident, please complete an incident or injury report form (located on the Southwestern intranet under Forms: Admin. Services Forms) and return it to Administrative Services in T512.

## Actions In The Event of Specific Situations

### • Severe Weather Conditions

The President or designated representative will make the final decision on campus closure in accordance with Board of Education Policy: Emergency College Closure, and will advise the Director of Plant Services, the switchboard, and the Public Information Office. Should the College close, appropriate announcements will be made to the general public by means of local radio stations.

The message broadcast will be one of the following:

- Classes being held and offices are open;
- No classes, but offices are open; or
- No classes and offices are closed.

The switchboard will also relay the appropriate message. During severe weather conditions, decisions regarding evening classes will be made by 3 p.m. daily, if practical. During periods of closure, those employees who may be required to work will be notified on an individual basis by their supervisor or designated person.

### • High Winds, Heavy Rains and Flooding

When a high wind warning has been given, it will be followed by instructions to evacuate (if time permits) or instructions to remain in place. When there is not ample time to evacuate and you must remain in your building:

- do not attempt to evacuate; remain in the building;
- stay away from windows, doors and outside walls;
- protect your head from falling objects or flying debris, and;
- take cover immediately under something sturdy such as a table.

In heavy rains, be especially aware of flooded areas. Move immediately to a safer location. **DO NOT WAIT FOR INSTRUCTIONS TO MOVE.**

- Stay away from flooded areas. Even if it seems safe, the water may still be rising. Never try to cross a flowing stream on foot.
- Stay away from natural streams and drainage channels during and after rainstorms.
- Watch for and avoid mud slides, broken sewers or water mains, loose or downed electrical wires, and falling or fallen objects.

### • Earthquake

- **Keep calm** and stay where you are. Most injuries during an earthquake occur when individuals decide to enter or exit buildings.
- If you are indoors, **take cover** under a desk, table or bench, against an inside wall or wood framed doorway, and hold on. Stay away from glass, windows, outside doors or walls and anything that could fall and hurt you, such as lighting, furniture or fixtures.
- If you are outdoors, stay there. **Move away from building**, street lights and utility wires.
- If you are in a crowded public place or classroom, do not rush for a doorway as other people will have the same idea. Take cover, and move away from objects that may fall.
- In Tioga, Empire and Prosper Halls, **get under a desk**, away from windows and outside walls. Stay in the building on the same floor. Do not be surprised if the electricity goes

out or if the sprinkler system or elevator or fire alarms go on; this often happens. **Do not use the elevator.**

- Be prepared for aftershocks, which have been known to occur from less than one minute after the initial shock to more than one year later. Most aftershocks occur 24 to 48 hours later. These secondary shock waves are usually less violent than the main earthquake, but can be strong enough to do additional damage to weakened structures.
- **Do not use candles, matches, or open flames** either during or after the earthquake because of possible fire danger.
- If informed to evacuate, follow Evacuation Procedures. Once outside, move to a clear area at least 300 feet from affected building(s). Keep street, fire lanes, hydrants and walkways clear for emergency vehicles and crews.
- Do not return to an evacuated building after an earthquake unless told to do so by a college official or police officer/fireman.
- Do not call the switchboard unless it is necessary to report dangers or a fire.

#### • Fire and Explosion

At the first alert of a fire, evacuate all personnel from the affected area. Small fires can be controlled with water or fire extinguishers, but do not try to put out a fire which is getting out of control – **get help immediately.**

- **Before calling for emergency assistance determine:**
  - Location of the fire (building, floor, etc.)
  - Flames or smoke seen, and
  - What, if anything, has been done so far.
- **Call for emergency assistance**
  - Use black emergency phone
  - Dial 7911 from a campus phone
  - Dial 9-911 from a campus phone
  - Dial 911 from a public (pay) telephone

**Remember to stay on the line until all information is given and you are released.**
- **For more information see Emergency Numbers and Fire Extinguisher Instructions.**

#### • Bomb Threats

When a bomb threat is received by phone:

1. record the exact wording of the message,
2. listen closely for voice/speech peculiarities and background noises,
3. listen for repeated use of certain words or phrases,
4. note description of voice (male, female, high, low, muted, etc.)
5. try to determine if the call is local or long distance,
6. note the time the call was received and what line the call came in on, and
7. if possible, delay the caller by asking questions such as:
  - **What time is the bomb to explode?**
  - **Where is the bomb?**
  - **What kind of bomb is it?**
  - **How did the bomb get into the building?**
  - **Why was it placed?**

When the call is terminated, immediately contact the Vice President of Administrative Services to relay the above information as well as your name and place of work. Do not disclose the bomb threat to anyone else.

1. **If the decision to evacuate is made, before leaving the building**, all staff should make a quick visual inspection of their areas and report any suspicious circumstances to Public Safety who will relay the information to the proper authorities. If Public Safety is unavailable, report the information directly to the Vice President of Administrative Services.
2. **Under no conditions should any unusual object be touched or disturbed. Avoid the use of cell phones. Avoid causing any type of vibration.**
3. **All doors and windows should be opened before evacuation**, allowing potential blast forces to escape.

- **Violent Crime (dangerous person/weapon on campus, etc.)**

When witnessing or involved in a violent crime, contact Public Safety at 297-4200. THE PRIMARY CONCERN IS TO GET HELP. If a gunshot or explosion is heard, lock doors/windows and pull blinds down immediately. Stay away from doors and windows. Get down on the floor and remain there. Contact Public Safety and do not get up until asked to do so by a designated college official.

- **Utility Failure**

**In the event of a utility failure**, stay where you are. (Although if there is emergency lighting, evacuate the space.) If there is no light, wait for instructions or help to arrive. No open flames, matches, candles, cigarette lighters, etc.) should be used as temporary lighting. **If a utility failure occurs, call the switchboard, extension 7911**, who will then notify the Director of Plant Services.

- **Elevator Failure**

**In the event of an elevator failure, do not panic.**

1. Sound the alarm in the elevator.
2. Use the elevator's phone to call the switchboard by dialing 7911. If the switchboard does not answer, dial 7229/7250 for the Maintenance office. If after business hours, dial 9-297-4206 for maintenance personnel.
3. If no one answers at the Maintenance Office or assistance has not arrived, dial 9-911.
4. Maintenance personnel will lower the car to the first floor level and will then open the doors.

## Appendix I – Web Advisor Training

### Colleague Mnemonics for Advisors

MAINTENANCE	
Screen Name	Function
XADE	Approve a Student to Register
STPE	Instructor Consent for a Class
INQUIRY	
XCSI	Course Sections Inquiry
XPLI	Placement Test Inquiry
SASM	Student Academic Summary (GPA, Term Load, Major, Transcripts, Dual Admission)
RSTR	Class Roster
STAT	Unofficial Transcript by Term
SPRO	Student Profile (Program and Advisor)
STSC	Student Class Schedule
TRCL	Transcript Listing
STRK	FERPA Privacy Remarks and Release of Information
SWLI	Section Wait List
FADV	Advisor Student List
ASPR	Dual Enrollment Information
REPORTS	
XCPH	Class Phone Lists
PSPR	Program Evaluation for Student (Different Majors)
EVAL	Program Evaluation for Student (Current Major)
XMNL	List of Students by Major
XADS	Advisee List with Number of Credits Registered For, Test Scores, GPA, Phone Number
FAVR	Advisee List with Start Term and Academic Level
SROS	Class Roster with Phone Numbers and Special Needs
RQMM	Prerequisite Mismatch Report

## Integrated Technology Services

The Integrated Technology Services Department (ITS) supports the faculty, staff, and students of Southwestern with their technology needs. The staff of this department supports the use of technology across campus including telephones, the website, computer hardware both purchasing and repair, and software. Some specific software that is supported by this department is listed below. If you have any questions regarding how to contact our ITS staff or uses of specific software, please contact the Information Analyst and Training Specialist at extension 7631.

## Helpbox

HelpBox is a helpdesk solution that assists in managing all incoming technology service requests and support calls. HelpBox assigns requests to different ITS staff members according to priority, problem type, and technical skills. This helps our ITS department resolve problems faster. HelpBox expedites workflows by improving communication and efficiency in regards to client and internal technical support. Since HelpBox is Web-based, it can be accessed anywhere anytime.

## The Intranet

The Intranet is a section of Southwestern's Website that is dedicated to the specific needs of the faculty and staff. To access the Intranet go to [www.socc.edu](http://www.socc.edu). Choose Faculty & Staff then Intranet. This is a secured section of the website, so you will not be able to access it away from campus. Various communications from several departments are located on the Intranet. Some of these communications include: Committee meeting minutes, policies, procedures, documentation, and forms for various requests.

## Colleague/Datatel

Datatel Colleague is the College's enterprise resource planning solution designed specifically for higher education. Colleague is designed to support all aspects of Southwestern's services including student services, human resources, and financial management.

- The **Student System** has 3 main components: **Instructional Management**, which tracks our curriculum and Faculty information. **Enrollment Management** which tracks student accounts receivable, academic records, the recruitment and admissions process, as well as financial aid. And **Campus Life** this maintains campus organizations and the student housing module.
- The **Human Resources System** is used to maintain the payroll, personnel, and the position records on campus.
- The **Financial System** maintains our accounts payable, budgets, fixed assets, our physical plant, as well as purchasing, and inventory.

**WebAdvisor**

WebAdvisor is an interactive Web application that enables students, faculty, and staff to view their individual information contained in Colleague. WebAdvisor consists of menus directed to specific needs of students, faculty, and staff. The student menu provides students the opportunity of self-service to register for classes, make payments, monitor their waitlist, and view financial aid information. Faculty and advisors have the ability to view their advisees and their student information, class rosters, and grade. All staff and faculty are able to view their available leave. Procedures for using the various processes in WebAdvisor are on the Help Documents menu in WebAdvisor.

## Appendix J – Requisite Mismatch Report

This report identifies students who have not met the prerequisites for your class.

### Requisite Mismatch Report-Colleague (Datatel)

RQMM report input.

After previous term grading is complete, enter current term and sections wanted:

The screenshot shows the 'Datatel - R18production - ST' application window. The main menu bar includes 'File', 'Edit', 'Favorites', 'Tools', and 'Help'. Below the menu bar is a 'Quick Access' bar with 'RQMM' and a 'Go' button. The left sidebar displays a tree view of folders, with 'ST' selected. The main content area is titled 'RQMM-Requisite Mismatch' and features a blue header bar. Below the header, there are two rows of buttons: 'Print Prerequisites' (Yes) and 'Print Corequisites' (No) on the left, and 'Sort by Course' (Yes) on the right. A 'Saved List Name' text box is followed by 'Begin' and 'End' date pickers. The 'Section Dates' section includes a 'Course Terms' dropdown (1) and a date field (08/W 2007). The 'Courses' section has a dropdown (1) and a list of courses (2). The 'Course Sections' section has a dropdown (1) and a list of sections (2). The 'Course Locations' section has a dropdown (1) and a list of locations (2). The 'Students' section has a dropdown (1) and a list of students (2). The 'Academic Programs' section has a dropdown (1) and a list of programs (2). The 'Academic Level' section has a dropdown (2). The 'Addnl Select Criteria' section has a 'No' button. At the bottom, there is a 'Controller Course Locations' section with a 'Location LookUp' button and a 'No Values' label.

Datatel - R18production - ST

File Edit Favorites Tools Help

Quick Access: RQMM

ST

RQMM-Requisite Mismatch

Peripheral: SETPTR.RGJ030.9042 Description: Requisite Mismatch  
Process: RQMM Description: Requisite Mismatch

Output Device: H Hold/Browse File Output

Printer:

Form Name:

Banner:

Security: PB Public

Copies: 1

Defer Time:

Other Options:

1 NOEJECT

2 NFMT

3 NHEAD

Page Width: 132

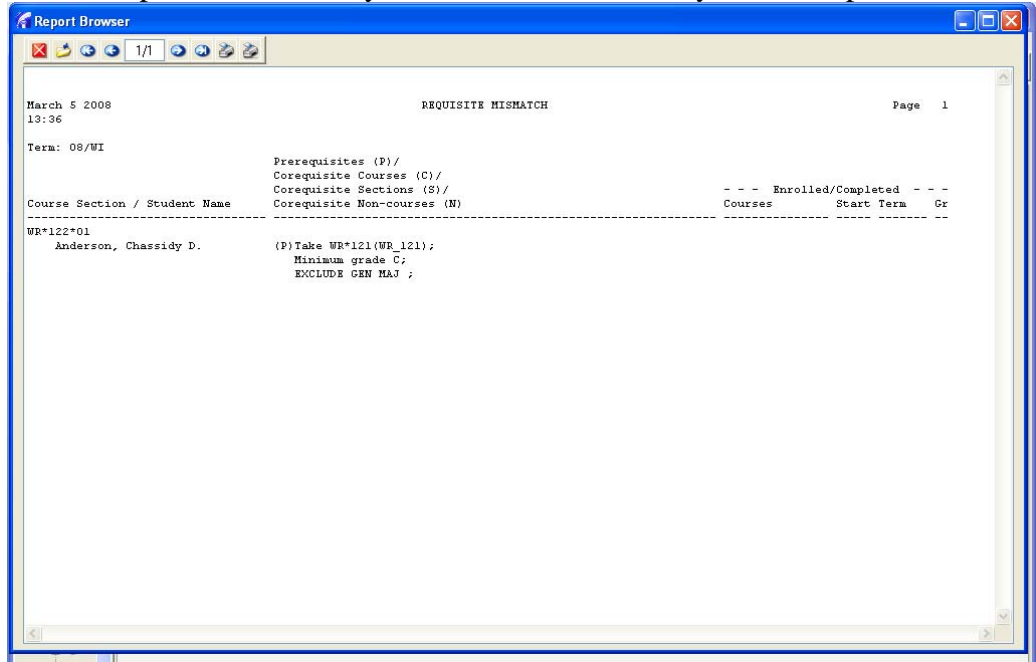
Page Length: 66

Top Margin: 0

Bottom Margin: 0

Enter “Output Device” = “H” so that report will display on screen, then update three times.

The report lists students who did not meet pre-requisites for each section requested. If you want to save the report, click on the yellow folder and save to your desktop.



Report Browser

March 5 2008 13:36

Term: 08/01

REQUISITE MISMATCH

Page 1

Course Section / Student Name	Prerequisites (P) / Corequisite Courses (C) / Corequisite Sections (S) / Corequisite Non-courses (N)	- - - Enrolled/Completed - - - Courses Start Term Gr
WR*122*01 Anderson, Chassidy D.	(P)Take WR*121(WR_121); Minimum grade C; EXCLUDE GEN MAJ ;	

## **Appendix K – Miscellaneous Forms**

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**Notification of Faculty Leave Memorandum**

**Application for Faculty Sabbatical Leave**

**Travel Request Procedures**

**Travel Request/Expense Report Form**

**Grade Appeal Form**



**SOUTHWESTERN OREGON COMMUNITY COLLEGE  
NOTIFICATION OF FACULTY LEAVE MEMORANDUM**

NAME: \_\_\_\_\_ DATE: \_\_\_\_\_

I plan on taking the following type of leave on: \_\_\_\_\_ [date(s)]

Personal Leave \_\_\_\_\_ Sick Leave \_\_\_\_\_ Other \_\_\_\_\_ (specify)

**CLASS AND/OR ADVISING ARRANGEMENTS:**

\_\_\_\_\_ **N/A – DO NOT POST.**

\_\_\_\_\_ **Classes covered - \_\_\_\_\_ will substitute. DO NOT POST.**  
(If costs are involved, prior approval must be obtained and a Request for Payment should be submitted.)

\_\_\_\_\_ Post my office **ONLY** in \_\_\_\_\_

\_\_\_\_\_ Classes cancelled – **POST** the following classes and my office in \_\_\_\_\_

<b>CLASS NAME</b>	<b>at</b>	<b>TIME</b>	<b>in</b>	<b>BLDG/ROOM</b>
_____	at	_____	in	_____
_____	at	_____	in	_____
_____	at	_____	in	_____
_____	at	_____	in	_____
_____	at	_____	in	_____

Additional Instructions/Comments:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

***Routing: Faculty Initiated***

Faculty Member: (***SIGN AND DATE***) \_\_\_\_\_

Associate Dean/Coordinator/Supervisor: (***SIGN AND DATE***) \_\_\_\_\_

(Associate Dean/Coordinator/Supervisor – forward copies to the Office of Instruction and the Switchboard.)

***Routing: Emergency or Illness***

(Office of Instruction -forward copies to the Associate Dean /Coordinator/Supervisor and Switchboard.)

***Email Distribution List:***

\_\_\_\_\_ Associate Dean/Coordinator/Supervisor  
\_\_\_\_\_ Office of Instruction  
\_\_\_\_\_ Switchboard

## Application for Faculty Sabbatical Leave

Name: \_\_\_\_\_

Date of Hire: \_\_\_\_\_

Current Position: ☐ 10-mo ☐ Tenured Faculty  
☐ 11-mo ☐ Tenure-track, Probationary Faculty  
☐ 12-mo ☐ Visiting Faculty

Have you been employed as full-time faculty for six (6) consecutive academic years? ☐ Yes ☐ No

Have you taken any previous leaves of absence while employed at SWOCC? ☐ Yes ☐ No

If yes, please describe the leave, omitting any reference to approved FMLA or OFLA:

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Dates of proposed Leave: From \_\_\_\_\_ To \_\_\_\_\_

Purpose of Leave: ☐ Intellectual refreshment ☐ Professional growth and development  
By way of: ☐ Study ☐ Research ☐ Travel ☐ Other creative activity

Length/Type of Leave: *See Article 22.4C for more information about types of leave.*  
☐ one academic year (3 terms or 12 months) @ ½ salary  
☐ 2/3 academic year (2 terms or 8 months) @ ¾ salary  
☐ 1/3 academic year (1 term or 4 months) @ full salary

10-month faculty only: ☐ I request to be employed on a 12-month contract and take a one-term sabbatical leave on the condition that I take an additional one-term leave in another academic year at my own expense.

Briefly but completely describe the nature of your leave request: \_\_\_\_\_

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Describe your professional justification for this request: \_\_\_\_\_

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Describe your anticipated accomplishments through this proposed sabbatical: \_\_\_\_\_

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*Complete and sign the back of this form. Incomplete forms will be returned to originator.*

Other comments (you may include suggestions for how your SWOCC duties might be covered in your absence): \_\_\_\_\_

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### APPLICANT SIGNATURE

I believe that I am eligible to apply for Sabbatical Leave. The information contained in this application is accurate and true to the best of my knowledge. I agree to abide by the conditions of Sabbatical Leaves as outlined in the Faculty Collective Bargaining Agreement and agree to enter into a written contractual agreement prior to beginning my leave, if approved, and I agree to fulfill the obligations set forth in the Bargaining Agreement and in the written contractual agreement. I understand that failure to fulfill my obligations may result in a forfeiture of salary.

\_\_\_\_\_  
Signature of Applicant

\_\_\_\_\_  
Date

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### APPROVAL / SIGNATURES

**Human Resources** verification of eligibility: ☐ meets eligibility ☐ does not meet eligibility

*Has been employed as full-time faculty for 6 continuous academic years without a leave of absence\*.*

*Has been continuously employed for 6 continuous academic years since previously granted sabbatical.*

Date Received by Dean of Instruction \_\_\_\_\_

Screening Committee

☐

Recommend Approval

☐

Recommend Denial

Comments: \_\_\_\_\_

Division Director

☐

Recommend Approval

☐

Recommend Denial

Comments: \_\_\_\_\_

Associate Dean

☐

Recommend Approval

☐

Recommend Denial

Comments: \_\_\_\_\_

Dean of Instruction

☐

Recommend Approval

☐

Recommend Denial

Comments: \_\_\_\_\_

President

☐

Recommend Approval

☐

Recommend Denial

Comments: \_\_\_\_\_

Board of Education

☐

Recommend Approval

☐

Recommend Denial

Comments: \_\_\_\_\_

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### OUTCOME

Sabbatical Leave request is: ☐ approved as requested ☐ denied ☐ conditionally approved

Explanation of denial or conditional approval: \_\_\_\_\_

Date filed in personnel file: \_\_\_\_\_

**Applications for Sabbatical Leave must be signed and received by the Dean of Instruction by February 12** of the year prior to the year in which the leave is to take place in order to be submitted for review by the screening committee by February 15. It is the submitting faculty member's responsibility to ensure that the application is submitted in a timely manner and received by the Dean of Instruction.

*\*leave of absence for the purpose of eligibility does not include FMLA or OFLA leave.*

## Travel Request procedures

Southwestern Oregon Community College recognizes the need for its employees to travel for professional development, training purposes, and to conduct College business.

Complete the following steps:

1. The travel request form must be filled out completely. Make sure all copies are legible. Use a hard tipped pen.
2. One employee request per form.
3. All travel requires approval and signature from the immediate supervisor.
4. Out of state travel also requires the appropriate signature of a Vice President/President to whom your supervisor reports to.
5. Faculty using approved faculty development money must send forms to Office of Instruction for processing.
6. Immediate supervisor distributes form copies to appropriate locations for in-state travel. Vice President or President's staff distributes form copies to appropriate locations for out-of-state travel.
7. Reservations for hotel, air fare, etc. may be made AFTER you receive the original signed form back.
8. Every employee must fill out an in-district request form each year. Specific trips may require a separate form. Please check with the Accounts Payable office prior to travel.
9. Employees required to drive during travel must have an approved college driver's application on file with Plant Services.
10. Proof of insurance and current driver's license must be on file for the current fiscal year if a personal vehicle is used.
11. After travel has occurred, please submit original travel request and reimbursement form to Accounts payable for reimbursement. Specific reimbursement instructions are on the Travel Request form. Faculty using approved faculty development funds must submit expense report form to Office of Instruction for processing.
12. In-district travel reimbursement requires submission of the in-district travel expense report (purple) form.

*Related Forms:* Travel Request, requesttodrive.doc, in-district expense report form.

As of 2009-10, along with the paper copy, Travel Requests must be input into the Online Requisition System. Instructions for input can be found on the Business Services webpage:  
<http://www.socc.edu/business/pgs/bm~doc/webadvisor-travel-request-entry.pdf>

**SOUTHWESTERN OREGON COMMUNITY COLLEGE  
TRAVEL REQUEST / EXPENSE REPORT FORM**

Employees requesting college sponsored travel outside the college district must file a request with his/her Instructional Director/ Supervisor before the proposed trip. The request will be returned to the staff member after signatures are gathered by the appropriate manager with final authorization authority.

**Employee MUST fill out the Travel Expense Report on the reverse side upon completion of travel and submit original copy to the Accounts Payable office.**

Name \_\_\_\_\_ Today's Date \_\_\_\_\_  
 Destination \_\_\_\_\_  
 Purpose of Trip \_\_\_\_\_  
 Dates: Leave College \_\_\_\_\_ Time \_\_\_\_\_  
 Return College \_\_\_\_\_ Time \_\_\_\_\_  
 Anticipated Reimbursement from Non-College Source \$ \_\_\_\_\_  
 Source Name \_\_\_\_\_

**Travel Estimate:**  
 Hotel \_\_\_\_\_  
 Registration \_\_\_\_\_  
 Air Fare \_\_\_\_\_  
 Meals \_\_\_\_\_  
 Taxi \_\_\_\_\_  
 Other \_\_\_\_\_  
 Total \_\_\_\_\_

**Acct(s) to be billed:**

Acct. Name \_\_\_\_\_ Acct. No. \_\_\_\_\_ %  
 Acct. Name \_\_\_\_\_ Acct. No. \_\_\_\_\_ %

**(Check Object Code below)**

- ☐ 53211 Operational Required travel
- ☐ 53212 Recruiting
- ☐ 53214 Staff Development-Job Specific training
- ☐ 53216 Professional Development-Individual Improvement expenses.
- ☐ 53217 Field Trip - on site

**Approval:**

Instructional Director / Supervisor - required for all travelers

**For out of state travel:**

VP \_\_\_\_\_  
 Pres \_\_\_\_\_

**Vehicle Request (Check Choice)**

- ☐ Personal vehicle
- ☐ Rental Car ☐ Rental Van
- ☐ 11 seat Van
- ☐ 15 seat Shuttle
- ☐ Bus
- Number of students \_\_\_\_\_
- Number of Faculty/Staff \_\_\_\_\_

**[ ] Initial Here if travel advance requested**

Received Check # \_\_\_\_\_ for \$ \_\_\_\_\_ as a travel advance.  
 Signed \_\_\_\_\_  
 Date \_\_\_\_\_

<b>Board Approved Per Diem:</b>	<b>Breakfast</b>	<b>\$6.00</b>
	<b>Lunch</b>	<b>\$6.00</b>
	<b>Dinner</b>	<b>\$15.00</b>

**Travel Expense Report Instructions**

- For reimbursement, an employee must have an approved college drivers application and proof of insurance on file every fiscal year.
- One employee per form.
- Multiple **in-district** trips may be reported on one form. Use one form for each **out-of-district** trip.

**Attach:**

- Lodging receipts.
- Meal receipts when a charge is about the per diem amount.
- Any receipts related to travel, ie. taxi, parking, registrations.

**Entering money amounts:**

- For meal charges within per diem, enter the per diem amount. For meal charges above per diem, with approval and with attached receipts, enter the actual charge. Do not include charges for alcoholic beverages.
- For lodging charges enter the room rate plus taxes. If you share a room with another paying person, enter your share of the room charge. Phone calls home are reimbursed up to \$10.00 per day if billed to the room or an actual billing, such as a cell phone bill is attached.
- All mileage is determined using State of Oregon and other official state mileage charts. Do not enter mileage if a college vehicle was used. Enter personal vehicle mileage for in-district travel only. If you used your personal vehicle and incurred related local mileage at your destination, enter it on a separate line item with data of additional miles.
- No additional signatures are required if the actual trip costs are less than or equal to the approved travel estimate. If the final costs of the trip exceed the approved travel estimate, further approval is required.

White - Originator

Yellow - Accounts Payable

Pink - Plant Services

Golden Rod - Switchboard

Employee MUST fill out this Travel Expense Report upon completion of travel and submit original copy to the Accounts Payable office. Multiple **in-district** trips may be reported on one form. Use one form for each **out-of-district** trip.

Purpose of Trip \_\_\_\_\_

Did you take a travel advance? ☐ Yes ☐ No

Did you use a college credit card? [ ] Yes [ ] No

**Vehicle Used**

Personal vehicle	Number of students
<input type="checkbox"/>	

☐ Rental Car ☐ Rental Van

11 seat Van

[ ] 15 seat Shuttle

Type of Travel &amp; Object Code:

[illegible][illegible]

**(Check Object Code below)**

[[ ] 53211 Operational Required travel

[ ] 53212 Recruiting

[ ] 53214 Staff Development-Job Specific training

[ ] 53216 Professional Development-Individual Improvement expenses.

[ ] 53217 Field Trip-On site study (geology, athletics)

Date	From	To	Room	Breakfast	Lunch	Dinner	Mileage	Other Expenses	For Business Office Use Only		
<b>Total</b>											

**Other Expenses:**

Date		Description	Amount
			\$
			\$

### Summary of Prepaid Expenses:

Summary of Expenses	
Itemize (lodging, airfare, registration, etc)	
	\$
	\$
	\$
	\$

**Approval:** Only required if expenses exceed estimates

**Signature** \_\_\_\_\_ **Date** \_\_\_\_\_

Instructional Director / Supervisor

PLEASE USE INK.

**SOUTHWESTERN OREGON COMMUNITY COLLEGE  
GRADE APPEAL FORM**

Student Name: \_\_\_\_\_ ID #: \_\_\_\_\_

Student Contact Information (email and/or phone) \_\_\_\_\_

Department: \_\_\_\_\_ Term: ☐ FALL ☐ WINTER ☐ SPRING ☐ SUMMER Year \_\_\_\_\_

Course Name: \_\_\_\_\_ Course Number, Section, TLN: \_\_\_\_\_

Instructor Name(s): \_\_\_\_\_ Grade Received: \_\_\_\_\_

*I hereby appeal my assigned grade. I believe the grade is incorrect for the following reason(s). (Attach all relevant information. You may add pages.)*

Student Signature: \_\_\_\_\_ Date: \_\_\_\_\_

For Associate Dean/Director's use only

Date received \_\_\_\_\_

**I. APPEAL TO INSTRUCTOR**

**INSTRUCTOR'S DECISION:** ☐ Grade remains ☐ Grade changed to \_\_\_\_\_ (Instructor initiates Grade Change Form.)

Please explain. (**Attach all relevant information.**) \_\_\_\_\_

Instructor Signature: \_\_\_\_\_ Date: \_\_\_\_\_

I acknowledge receipt of this document. \_\_\_\_\_ Date: \_\_\_\_\_  
Student Signature

**If grade is not changed, student may appeal to the Associate Dean within 5 days.**

Original to student. Copies to Associate Dean, Vice President of Instruction, and Instructor.

**II. A. APPEAL TO INSTRUCTIONAL DIRECTOR**

The grade appeal was not resolved to my satisfaction; therefore, I appeal to the Associate Dean.

**INSTRUCTIONAL DIRECTOR'S DECISION:** ☐ Grade remains ☐ Grade change to \_\_\_\_\_ (Director initiates Grade Change Form.)

Comments: \_\_\_\_\_

Associate Dean Signature: \_\_\_\_\_ Date: \_\_\_\_\_

I acknowledge receipt of this document. \_\_\_\_\_ Date: \_\_\_\_\_  
Student Signature

**If grade is not changed, student may appeal to the Instructional Grade Appeal Board within 5 days.**

Original to student. Copies to Vice President of Instruction, and Instructor. Associate Dean also retains a copy.

(OVER)

## II. B. APPEAL TO INSTRUCTIONAL GRADE APPEAL BOARD

The grade appeal was not resolved to my satisfaction; therefore, I appeal to the Instructional Grade Appeal Board.

Student Signature (if available) \_\_\_\_\_ Date: \_\_\_\_\_

Appeal Board (Five Faculty selected/appointed by Vice President of Instruction; three of five faculty shall serve)

Time: \_\_\_\_\_ Room: \_\_\_\_\_ Date: \_\_\_\_\_

Appeal Board Members: #1 \_\_\_\_\_, Faculty Chair  
#2 \_\_\_\_\_, Faculty Member  
#3 \_\_\_\_\_, Faculty Member

APPEAL BOARD DECISION ☐ Grade remains the same ☐ Grade changed to \_\_\_\_\_ (Director initiates Grade Change Form.)

Comments: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Student Signature: \_\_\_\_\_ Date: \_\_\_\_\_  
Appeal Board Chair Signature \_\_\_\_\_ Date: \_\_\_\_\_

Copies to Student, Instructor, Associate Dean, and Dean of Students. Original Vice President of Instruction.

**The decision of the Instructional Grade Appeal Board is final.**

Students **may** appeal **final** grades for the following reasons:

- Inconsistency between what is written in the syllabus and what is practiced
- Grade miscalculation
- Errors in the final exam if a change in final exam grade would cause a change in the course grade.
- Inconsistent classroom practices

Students **may not** appeal **disagreements** with teaching methodologies, attendance policies or grade weighting methods.

**During the term of the course, it is the student's responsibility to communicate any concerns he/she may have about any grade concern to the instructor.**



**SOUTHWESTERN**  
Oregon Community College

Updated 8.11.10 O of I

This form can be found on the Faculty webpages:  
<http://www.socc.edu/academics/pgs/bm~doc/grade-appeal-form.pdf>

Link Live as of February 1, 2012:

<http://www.socc.edu/academics/pgs/office-of-instruction/faculty-information/index.shtml>[SWOCC Home](#) | [Maps](#) | [Calendar](#) | [Contact Us](#) [ANGEL Login](#) | [Student Email](#) | [WebAdvisor](#)[Faculty Information](#)[Part Time Faculty Information](#)[Directors](#)[Associate Deans](#)[Committees/Minutes](#)[Home](#) > [Office of Instruction](#) > [Faculty Information](#)

## Faculty Information

Southwestern faculty are qualified academicians and professionals who are experts in a wide range of disciplines and specialties. Their invaluable knowledge and perspective provides the primary foundation for preparing students for their chosen professions and leadership roles. This instructional body is a solid and unique blend of Instructors, Assistant and Associate Professors, and Professors which assure a quality learning experience for each of our students.

For a complete Faculty Directory and credentials, please view the [Faculty Directory](#).

The Faculty Handbook is updated annually by the Office of Instruction and serves as a resource for both full time faculty and part-time faculty. The electronic version is bookmarked and easily searchable by clicking Ctrl + F. As changes are made, supplemental information will be added to the online handbook keeping faculty operational materials as up-to-date as possible.

For changes or corrections to the Office of Instruction web pages, please email [Anna Chavez](#).

[Academic Calendar](#)[Faculty Contract](#)[Faculty Contract Calendar 11.12](#)[Faculty Handbook 11.12](#)[Faculty Senate and Common Meeting Schedule 11.12](#)[Faculty Senate Constitution](#)[Faculty Senate Committee Members 11.12](#)[Placement Test Conversion Tables](#) (ASSET, COMPASS, ACT, SAT)[Proctored Online Testing-](#) Winter 2012[University Center](#)

### Faculty Resources

#### Academic Affairs

[Program Review Schedule 2010-2014](#)

#### Advisor Reference

[Advisor Training](#)[Educational Development Plan](#) (electronic)

#### Course Outline Information

[Credit Course Outline](#)[Non Credit Course Outline](#)[Confirmation of Course Transferability](#)[Blooms Cognitive Domain](#)[Course Articulation Defined](#)[Course Information](#)[Course Outline Approval Information](#)[Course Outline Recommendations](#)[Outcomes Attitudes Skills Knowledge](#)[SWOCC Program Student Learning](#)[Terminology Used In Course Outlines](#)

#### Cultural Literacy

[AAOT Diversity Requirement](#)[Cultural Literacy Rubric](#)

#### College Now

[Instructor of Record Process](#)

#### Evaluation Planning 2011-2012

[Administrative Evaluation of Faculty](#)

#### FORMS

[Change of Schedule](#)[Confirmation of Transferability](#)[Faculty Leave Memorandum](#)[Faculty Tuition Benefit Request](#)[Field Trip Conduct Agreement](#)[Grade Appeal Form](#)[Hold Harmless Statement](#)[Independent Study Approval](#)[Sabbatical Application](#)[Software Request Form](#) -Computer Labs[Term Schedule/Office Hours Template](#)[Timesheets](#)[Volunteer Agreement Form](#)[In-Service Programs](#)[Fall 2008](#)[Fall 2009](#)[Fall 2010](#)[Fall 2011](#)

#### Library Information

[Adding New Materials to Library](#)[Library Resources Request Form](#)

[Classroom Visitation Form](#)  
[Faculty Development Plan Instructions](#)  
[Faculty Evaluation Process](#)  
[Faculty Evaluation Process Flowcharts](#)  
[Faculty Evaluation Timelines](#)  
[Faculty Portfolio Instructions](#)  
[Student Ratings of Instruction](#)  
[Report of Yearly Service](#)

**FERPA References**

[Understand FERPA Guidelines](#)  
[Release of Student Records](#)

**Resources**

[Atomic Learning](#)  
[Training & Documentation](#)

**Syllabus**

[Syllabus Template](#)

**Textbooks**

[e-Doptions](#)

**Event & Meeting Scheduling**

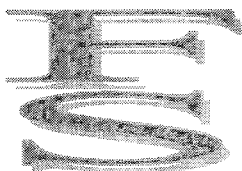
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## SOUTHWESTERN OREGON COMMUNITY COLLEGE FACULTY SENATE DOCUMENT (DRAFT)

To: President Patty Scott  
From: Mike Turner, Faculty Senate Chair  
Date: August 10, 2010  
RE: Faculty Senate Committee Assignments

**Resolution:** The Faculty Senate recommends the following Faculty Senate Committee Assignments for the 2010-2011 academic year.

### ***FACULTY SENATE COMMITTEES 2010-2011***

#### Academic Affairs

Cathy Meier  
Carol McKillip -  
Secretary  
Kevin O'Fearghail - Chair  
Linda Stagg-Brown -  
Vice Chair  
Christina Alexander  
\*Kris Crusoe, Associate  
Dean of Learning  
\*\*Mark Wilson  
\*ASG Representative

#### Academic Standards

Jeff Hayen  
Bill Yates  
Billie Shannon  
Adam Whitlatch - Vice  
Chair  
Tim Dailey - Chair  
\*Julia Hancock -  
Secretary  
\*Shawn Liggett  
\*\*Carolyn Byrd

#### Assessment, Planning & Budget

Chris Williamson - Vice  
Chair  
James Fritz - Chair  
Bev Segner  
Zita Ingham - Secretary  
Kathy Walsh - Secretary  
\*Linda Kridelbaugh  
\*Valerie Martinez  
\*\*Smita Avasthi/Renee  
Menkens  
\*ASG Representative

\*Ex-Officio  
\*\*FS Ex-Officio

#### Arts & Lectures

Jane Briggs  
Candice Favilla  
Daniel Esposito  
\*\*Dan Neal  
\*ASG Representative

#### Financial Aid

Cheryl Davies  
Ron Bell - Chair  
Terry Mendez  
Joy Parker  
Ann Sylvia  
Anthony Collins  
\*Avena Singh  
\*Shawn Liggett  
\*\*Ron Metzger

#### Faculty Development

Shawn Hutcherson - Vice  
Chair  
Michael Detwiler  
Sally Harrold  
Bernadette Kapocias -  
Chair  
\*Diana Schab, Associate  
Dean of Learning  
\*Katie Paulson  
\*Anna Chavez - Secretary  
\*\*Sharon Miller  
\*ASG Representative

#### Learning Resources & Dev.

George Elkins  
Daniel Brouse - Chair  
Kelly Leavitt - Secretary  
Fred Brick - Vice Chair  
Jerry Bennett-Stillmaker  
\*\*Eleanor  
Montagna/Smita Avasthi  
\*Sharon Smith  
\*ASG Representative

#### Student Affairs

Bob Fields - Secretary  
Mike Herbert - Vice  
Chair  
Anny Mueller - Chair  
\*Patty Scott  
\*Karina Smith  
\*\*Trevor Hoppe  
\*ASG Representative

#### Faculty Senate

Mike Turner - Chair  
Renee Menkens - Vice  
Chair  
Sharon Miller - Secretary  
Trevor Hoppe  
Eleanor Montagna  
Ron Metzger  
Dan Neal  
Carolyn Byrd  
Smita Avasthi  
Mark Wilson  
\*Lori Teribery  
\*ASG Representative

Vice President's Recommendation: 

President's Recommendation: 

9-27-10

# **SOUTHWESTERN OREGON COMMUNITY COLLEGE**

## **GENERAL FACULTY and FACULTY SENATE CONSTITUTION**

### **PREAMBLE**

The basic functions of a college are to preserve, augment, criticize, evaluate, and transmit knowledge and to foster creative capacities. Since these functions are performed by a community of scholars who must be free to exercise independent judgment in the planning and execution of their individual educational responsibilities, the government of an institution of higher education should be designed to allow these scholars to select and carry out their responsibilities with maximum effectiveness and integrity.

The Faculty recognizes that the ultimate authority in support and control of the College lies with the citizens of Southwestern Oregon Community College District. Further, that as elected representatives of these citizens the Board of Education of the Southwestern Oregon Community College District is empowered to carry out their wishes, and that the President of the College exercises leadership and control in putting into practice the general policies set forth by the Board of Education.

Since the actual operation of the Southwestern Oregon Community college is the joint responsibility of the College Board of Education, the President, and the Faculty, we the Faculty, who perform the primary tasks for which the school is organized, should be recognized as essential participants in both making and carrying out decisions on educational policy. In order to assume this responsibility fully and effectively the following constitution is presented.

## **ARTICLE I**

### NAME

#### Section 1

The name of this organization shall be the General Faculty of Southwestern Oregon Community College, hereinafter referred to as the General Faculty.

#### Section 2

The name of the representative body of the General Faculty shall be the Faculty Senate of the General Faculty of Southwestern Oregon Community College, hereinafter referred to as the Faculty Senate.

## **ARTICLE II**

### THE GENERAL FACULTY

#### Section 1 -- Membership

- A. The General Faculty shall consist of the President of Southwestern Oregon Community College, all full-time faculty, adjunct faculty, the Academic Officers of the College (Academic Vice Presidents, Deans, Associate Deans, Program Directors).
- B. Full-time faculty includes instructors, counselors, and librarians. The employment status will be tenured, tenure track faculty, visiting faculty, and full time adjunct faculty.
- C. Faculty employed as adjunct are voting members of the General Faculty, but may not serve as members of the Faculty Senate or any Senate committees. Adjunct faculty responsibilities are limited to Section 2A below.

## Article II (continued)

### Section 2 -- Responsibilities

- A. The General Faculty shall have the power to act upon matters of educational policy within the limits prescribed by federal and state law, and by the regulations of the State Board of Higher Education, the Oregon State Board of Education, and the Board of Education of Southwestern Oregon Community College district. Educational policy pertains to such fundamental matters as curriculum and methods of instruction, facilities and materials for instruction, standards for admission and retention of students, and criteria for the granting of degrees. It also includes those aspects of student life that relate directly to the educational process, including the establishment of limitations on aid to academic performance, on extracurricular activities, and on regulations affecting freedom of expression.
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- D. The General Faculty shall advise in budget planning and allocation of funds for educational purposes through the regular procedure hereinafter provided.
- E. The General Faculty will normally exercise the above powers through its representative body, the Faculty Senate. The General Faculty shall have the right to review and approve or disapprove any action of the Faculty Senate as hereinafter provided.

### Section 3 -- Organization

- A. Presiding Officer. The Faculty Senate Chair shall act as Chair of the General Faculty. The Chair will be elected by the Faculty Senate from among the sitting members of the Faculty Senate. The Vice Chair of the Faculty Senate shall act as presiding officer in the absence of the Chair.
- B. Secretary. Office of Instruction shall provide a recording secretary who shall record minutes of each General Faculty meeting and circulate copies to all members within one week following the meeting.

Article II, Section 3 (continued)

- C. Meetings of the General Faculty may be called by the Faculty Senate Chair President, the Faculty Senate, or by petition to the Chair of the Faculty Senate by ten percent of the General Faculty members. There shall be at least one regular meeting of the General Faculty each term exclusive of summer session. Nothing in this section precludes other faculty meetings from taking place.
1. A quorum of the General Faculty, for meeting purposes, shall consist of a majority of the full-time and adjunct faculty assigned to the main campus. All actions or recommendations of the General Faculty shall be by majority vote of the General Faculty members present.
  2. Constitutional amendments are covered by Article IV, Section 2 and are not superseded by this article.
- D. Every member of the General Faculty shall have a free and equal voice in the discussion of issues. Any member of the General Faculty may submit agenda items to the Chair. Agenda for meetings shall be announced to all General Faculty members at least two days in advance of the meeting. No action can be taken on any matter concerning educational policy if it does not appear on the agenda.

Only members of the General Faculty are eligible to vote.

- E. The order of business at each General Faculty meeting shall be as follows:

- Announcement of a quorum
- Approval of minutes of the preceding meeting
- Announcements and communications
- Reports from officers of the College administration
- Reports of the Faculty Senate and its committees
- Unfinished business
- New business
- Adjournment

In the absence of special regulations to the contrary, Robert's Rules of Order, Revised may govern the procedure of all meetings of the General Faculty.

- F. The General Faculty reserves the right to veto any action taken, or recommendations made, by its representative body, the Faculty Senate, at a meeting of the General Faculty where a quorum is present.

## **ARTICLE III**

### **THE FACULTY SENATE**

#### **Section 1 -- Membership**

- A. The General Faculty shall be represented by a Faculty Senate of ten representatives selected from its membership. There shall be at least five representatives from instructional divisions with consideration of the number of Faculty assigned to each Division to achieve equity in representation. The remaining seats shall be elected at large. A representative of the Associated Student Government will be a non-voting ex officio member of the Faculty Senate.
- B. Only members of the General Faculty with faculty status as defined by Article II, Section 1 shall be eligible for election or appointment to the Faculty Senate. Administrators, supervisors, and adjunct faculty are not eligible for Senate duty.

#### **Section 2 -- Election**

- A. Each year, prior to April 15, an Elections Committee will be formed to determine the number of senators to be elected and compile a list of General Faculty members eligible to serve based on full-time faculty rosters as of April 1. The list, along with nomination forms, will be distributed to the General Faculty.
- B. Each year, not later than May 1, the Elections Committee shall receive nominations of candidates for the Senate positions to be filled. Nominations may be filed by the candidate or by full-time faculty signers in the name of the candidate. Nominations for division representatives shall be made by members of the division. At-large candidates shall be nominated by the General Faculty at large. The Elections Committee shall determine the eligibility of the candidates filed and verify that candidacy is acceptable to the candidates.
- C. The Elections Committee will prepare the ballot, conduct separate elections, and determine the successful candidates for the division representatives and the at-large senate seats; the candidates having the greatest number of votes being elected.

The division election will be completed prior to the at-large election. Candidates not yet elected may be included on the at-large ballot.

- D. Faculty members elected to the Faculty Senate shall serve terms of two years, or until their successors shall be elected or qualified. These terms shall be so arranged that approximately one-half of the Faculty Senate shall be elected each year. Elected Senate members are eligible to serve for not more than two full consecutive terms.

### Article III, Section 2 (continued)

- E. Faculty members elected to the Faculty Senate shall begin their term of office starting with the first meeting of the Senate after May 1 following election.
- F. Interim vacancies that occur in the elected Faculty Senate shall be filled by Senate appointment from the faculty members eligible to serve.
- G. All election procedures and conduct other than those stated in Article III, Section 2, shall be determined by the Elections Committee as hereinafter provided.

### Section 3 -- Organization

- A. The Faculty Senate shall elect from its membership a Chair, Vice-Chair, and Secretary. The Chair shall have tenure status.
- B. The Faculty Senate shall hold regular meetings at least once each month during the academic year. Special meetings may be called by the President of the College, by the Chief Academic Officer, or by written request of one-fourth of the Faculty Senate or one-tenth of the General Faculty. A written notice of special meetings and their agenda shall be posted by the Chair of the Faculty Senate. Nothing prevents the Senate from meeting regularly on a more frequent basis.

The Secretary of the Faculty Senate shall be responsible for the recording of the minutes of each meeting. A recording secretary will be furnished by the Office of Instruction. Minutes of the meeting will be distributed to the members of the General Faculty within one week of becoming official.

- C. The Chair shall be responsible for maintaining a record of correspondence between the Senate and its committees and between the Senate and the administration in the form of recommendations and responses to recommendations. The College President and Chief Academic Officer shall be apprised of Senate actions in a timely manner. Official Senate documents and records shall be stored in the Office of Instruction.
- D. The Faculty Senate is empowered to make rules governing its own internal organization and procedure, subject to the following:
  - 1. A majority of Senate members shall constitute a quorum.
  - 2. All actions or recommendations of the Senate shall be by majority vote of the quorum. However, minority opinions shall be recorded in the minutes by the secretary upon the request of any senator.
  - 3. Voting procedure shall be determined by the chair unless three senators should demand a roll-call vote.

### Article III, Section 3D (continued)

4. In case of an unresolved tie vote on any matter, the issue may be referred to the General Faculty by the Senate Chair or by majority vote of the Senate.
5. Agenda of each regular Senate meeting shall be distributed at least three days in advance to all Senate members, and notice of the meeting and agenda shall be posted.
6. Agenda items may be referred to the chair or vice-chair of the Senate by an individual faculty member, the faculty of any division or department, committees of the Senate, the Faculty Association, the College President, Chief Academic Officer, any Dean, or the General Faculty. These items must be submitted in writing at least one week in advance of Senate meeting.
7. Faculty members may attend Senate meetings but are not entitled to vote or propose motions. Such faculty may, upon request, and with approval of the Senate, be given the privilege to speak on matters under consideration.

### Section 4 -- Authority and Functions

- A. The Faculty Senate shall be subject to the same general legal limitations as the General Faculty. Its authority shall not be construed as limiting the legal right of the President. It shall be the responsibility of the members of the Faculty Senate to act in a fiduciary capacity in relation to their constituents. Having accepted such responsibility, the members of the Faculty Senate shall feel free to make decisions and vote on matters according to their own reasoned judgments. Whenever the Senate is acting within its proper province, its action shall be subject to veto by the General Faculty as provided in Article II, Section 3-G, or by the President of the College as hereinafter provided.
- B. The President of the College may suspend or overrule action taken by the Faculty Senate and ask for reconsideration of such action. If the President and the Faculty Senate, after appropriate efforts, fail to reach agreement on a question, such question may be appealed to the College Board of Education by the President or the General Faculty. The General Faculty shall be informed in writing as to the nature of the disagreement and shall ballot secretly on the issue of appeal. The President's decision shall prevail until the question is resolved by the Southwestern Oregon Community College Board of Education.
- C. The Faculty Senate may suspend or overrule action taken by the Faculty Senate Committees and ask for reconsideration of such action. If the Senate and the Committee, after appropriate efforts, fail to reach agreement on a question, such question may be appealed to the General Faculty.

- D. The Faculty Senate shall act as the ex officio coordinating body for all Faculty Senate committees and faculty appointed to institutional committees.
- Faculty Senate Committees are committees made up of faculty with administrative members functioning in support and/or ad hoc positions.
  - Institutional Committees are committees identified by the college for specific purposes. Institutional Committees are made up of administrative members as well as faculty members who are appointed by the Faculty Senate. Faculty Senate will receive a list of all Institutional Committees from the Office of Instruction in April of each academic year. Institutional Committees include but are not limited to: instruction, curriculum, planning, assessment, budget, accreditation, student affairs, arts and lectures, the library and information sources, academic resources, sustainability and other institutional committees that require faculty involvement in the upcoming academic year.
- E. Appointments to Faculty Senate Committees and Institutional Committees are made in the spring for the following academic year. A minimum of two faculty will be appointed to each Institutional Committee.
- F. Faculty Senate has the right to review the establishment and membership of all Faculty Senate and Institutional Committees.
- G. The Faculty Senate shall consider, and act upon, any matter affecting the welfare of the institution on which the President, the Southwestern Oregon Community College Board of Education, or an individual faculty member may request consideration and action.
- H. Nothing in this article shall be construed as prohibiting consultation at all levels of the faculty organization, but in problems extending across several curricular areas, the Faculty Senate shall be the regular consultative body.

#### Section 5 -- Faculty Senate and Institutional Committees

- A. Committee appointments will be made to faculty committees or institutional committees by the College President with recommendations from and approval of the Faculty Senate. The tenure of members of each committee shall be such that there is a continuity of membership from year to year.
- B. No member of a committee shall serve more than four years consecutively. These committees shall organize, keep records, and have the right to review the policies upon which committee reports and actions are based.
- C. Committees made up of faculty only will elect a chair from the committee membership. Instructional committees will use processes established by those committees for the selection of chair.
- D. All committee recommendations are forwarded to the Faculty Senate for review

and/or action.

- E. During the academic year, each committee chair shall be responsible for making a written report and schedule an oral presentation to the Faculty Senate.
- F. Faculty members appointed to Institutional Committees shall be responsible for making a written report to Faculty Senate on a quarterly basis noting issues and discussion outcomes. Specific recommendations of these committees are forwarded to the Faculty Senate for review and/or action.
- G. A student representative on committees, chosen by the Associated Student Government, is encouraged. However, there shall be no student representative on the Academic Standards, Financial Aid, or other Committees as determined by Faculty Senate. Student Representatives shall be considered a voting member of the committee.
- H. The Faculty Senate Committees shall include but not be limited to the following:

- 1. Academic Affairs Committee

- a. It is the responsibility of this committee to review, evaluate, and make recommendations regarding subject matter, methods of instruction, and degree/certificate requirements of the College.
- b. It shall review each new catalog each year to ensure its accuracy regarding degree and certificate requirements.
- c. It shall recommend policy relating to academic probation, suspension, and graduation requirements.
- d. The Chief Academic Officer or designee shall serve as an ex officio member of the committee and will provide administrative support to it.
- e. The student representative shall not be present when confidential information is being discussed.

- 2. Academic Standards Committee

- a. It is the responsibility of this committee to implement the College policies regarding academic probation, suspension, and graduation requirements.
- b. It shall adjudicate student petitions on suspensions, academic reinstatement, graduation requirements, and credit loads.
- c. The Director of Enrollment Management or a designee shall serve as an ex officio member of the committee and will provide administrative support to it.

3. Elections Committee

- a. The Elections Committee shall be determined by the Senate Chair.
- b. The Elections Committee shall determine procedures and administer annual elections of the Faculty Senate in accordance with Article III, Section 2.
- c. The Elections Committee is not a standing committee.

4. Financial Aid Committee

- a. It is the responsibility of this committee to review and allocate Southwestern Foundation scholarships in coordination with appointed representatives of the Southwestern Foundation.
- b. Review and evaluate the allocation process of all college internships and grants, excluding athletic funding, and participate in the further development of such.
- c. Review petitions and appeals of Financial Aid satisfactory academic progress. Determine the outcome of any appeal by a faculty member regarding the allocation of a grant or internship.
- d. It shall act as an advising body to the Financial Aid Office and recommend general financial aid policy revisions to the Faculty Senate.
- e. The Financial Aid Director and an administrator or designee appointed by the Chief Academic Officer shall serve as ex officio members of the committee. Administrative support to the committee will be provided by the Director of Financial Aid.

5. Faculty Development Committee

- a. It is the responsibility of the Faculty Development Committee to monitor the funding of activities which improve instruction and promote professional growth of the faculty. The Committee informs all faculty about faculty development procedures, screens requests for funding, and recommends funding to the Chief Academic Officer.
- b. The committee informs all faculty about the Faculty Excellence Awards, rank submissions, and submits recommendations to the SWOCC Foundation.
- c. The committee acts as a screening committee for sabbatical leave requests.
- d. The Committee may initiate or coordinate faculty development programs.

- e. An administrator or designee appointed by the Chief Academic Officer shall serve as an ex officio member of this committee and will provide administrative support to it.
- f. Make recommendations each January to the Budget committee regarding changes to the budget for the following year.

6. Faculty Senate Appointment Committee

- a. It is the responsibility of this committee to advise the Faculty Senate and College President of appointments to faculty and institutional committees.
- b. The committee is made up of volunteers from Faculty Senate.
- c. The committee obtains a list of faculty and institutional committees available for faculty appointment for the upcoming academic year.
- d. The committee oversees notice to faculty about faculty and institutional committees that are available for appointment for the upcoming academic year.
- e. The Faculty Senate Appointment Committee is not a standing committee.

7. The Instructional Design and Delivery Committee

- a. It is the responsibility of this committee to review, evaluate and make recommendations regarding the philosophy, policies and procedures for instructional design and delivery at Southwestern.
- b. It is the responsibility of this committee to evaluate and make recommendations regarding the resources needed by both faculty and students in instructional design and delivery.
- c. The Chief Academic Officer or designee shall serve as an ex officio member of the committee and will provide administrative support to it.

## ARTICLE IV

### ENACTMENT AND AMENDMENT

#### Section 1 -- Enactment

This constitution shall be effective following its adoption by a simple majority vote of the total General Faculty and approval of the Southwestern Oregon Community College Board of Education.

#### Section 2 -- Amendment

A proposed constitutional amendment must be voted on by the General Faculty. The method of voting on constitutional amendments shall be by secret balloting held after a scheduled General Faculty meeting. The proposed amendment must be presented in writing to the General Faculty not less than two weeks prior to the first date on which a vote is scheduled to take place. The amendment will be effective following its adoption by a two-thirds vote of ballots cast, provided at least one half of the General Faculty casts ballots, and approval by the Southwestern Oregon Community College Board of Education. Proposed amendments shall not conflict with laws, rules and regulations as provided in Article II, Section 2-A of this constitution.

Adopted by Board of Education June 10, 1966

Amended:

Article III, Section 2-C -- Approved by General Faculty April 13, 1972

Article II, Section 1, 3-D, and 3-G -- Approved by General Faculty January 23, 1973 -- Amendments approved by Board of Education February 19, 1973

Article III, Section 1-C -- Approved by General Faculty April 28, 1983

Article II, Section 1, 3 (A-E) -- Approved by General Faculty May 31, 1989

Article III, Section 1, 2 (A-C), 3, 4, 5 -- Approved by General Faculty May 31, 1989

Article IV (deleted) -- Approved by General Faculty May 31, 1989

Article IV, Section 2 (amended) -- Approved by General Faculty November 17, 1989 and Board of Education December 18, 1989.

Article II, Section 1 A-C; Section 2; Section 3 E, F (amended) -- Approved by General Faculty November 7, 1994 and Board of Education December 19, 1994.

Article III, Section 1 A, B; Section 2 A-C, E; Section 3-C; Section 5 B-D (amended)-- Approved by General Faculty November 7, 1994 and Board of Education December 19, 1994.

Article IV, Section 2 (amended) -- Approved by General Faculty November 7, 1994 and Board of Education December 19, 1994.

Article II, Section 1 (amended) -- Approved by General Faculty September 15, 1995 and Board of Education September 25, 1995.

Article II, Section 1 A; Article II, Section 3 D; Article III, Section 5 D(5) (amended) -- Approved by General Faculty December 11, 1996 and Article IV, Section 2 (amended) -- Approved by General Faculty May 12, 1997 and Board of Education July 28, 1997.

Article III, Section 5 D, 6A (amended) -- Approved by General Faculty December 8, 1999 and Board of Education January 24, 2000.

Article II, Section 1 A, B; Article III, Section 2 A, Article III, Section 5 D, 5C; 7B; 9B; Article III, Section 3 A (amended) -- Approved by General Faculty June 1, 2001 and Board of Education July 23, 2001.

Article III, Section 5 D, 7B (amended) -- Approved by General Faculty December 6, 2001 and Board of Education December 17, 2001.

Preamble, Article II Section 1A,B, 3A,B,E; Article III Section 5D (1A,D, 2B,C, 9B) (amended) -- Approved by the General Faculty April 14, 2005.

Article II, Section 1A, Section 3C, D, E, F; Article III Section 1A, Section 3B, 3C, 3D6, 5C, 5D(1c, 2c, 3a, 3b, 3c, 4d, 6c, 7 Committee Title, 7a, 7b, 8a, 8e, 8f, 9b) (amended) – Approved by General Faculty June 14, 2006.

Article III, Section 5D (4d); Article III, Section 5D (d, 8a, 8e) (amended) – Approved by General Faculty, April 19<sup>th</sup>, 2007.

Article III, Section 5D (1b); Article III, Section 5D (4) (amended) – Approved by General Faculty, June 11, 2009.

Article III, Section 4 and 5 – Approved by General Faculty, June 2, 2011.

Live Link as of February 1, 2012:

<http://www.socc.edu/academics/pgs/office-of-instruction/faculty-information/>

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#### Section 1 -- Membership

- A. The General Faculty shall be represented by a Faculty Senate of ten representatives selected from its membership. There shall be at least five representatives from instructional divisions with consideration of the number of Faculty assigned to each Division to achieve equity in representation. The remaining seats shall be elected at large. A representative of the Associated Student Government will be a non-voting ex officio member of the Faculty Senate.
- B. Only members of the General Faculty with faculty status as defined by Article II, Section 1 shall be eligible for election or appointment to the Faculty Senate. Administrators, supervisors, and adjunct faculty are not eligible for Senate duty.

#### Section 2 -- Election

- A. Each year, prior to April 15, an Elections Committee will be formed to determine the number of senators to be elected and compile a list of General Faculty members eligible to serve based on full-time faculty rosters as of April 1. The list, along with nomination forms, will be distributed to the General Faculty.
- B. Each year, not later than May 1, the Elections Committee shall receive nominations of candidates for the Senate positions to be filled. Nominations may be filed by the candidate or by full-time faculty signers in the name of the candidate. Nominations for division representatives shall be made by members of the division. At-large candidates shall be nominated by the General Faculty at large. The Elections Committee shall determine the eligibility of the candidates filed and verify that candidacy is acceptable to the candidates.
- C. The Elections Committee will prepare the ballot, conduct separate elections, and determine the successful candidates for the division representatives and the at-large senate seats; the candidates having the greatest number of votes being elected.

The division election will be completed prior to the at-large election. Candidates not yet elected may be included on the at-large ballot.

- D. Faculty members elected to the Faculty Senate shall serve terms of two years, or until their successors shall be elected or qualified. These terms shall be so arranged that approximately one-half of the Faculty Senate shall be elected each year. Elected Senate members are eligible to serve for not more than two full consecutive terms.

Article III, Section 2 (continued)

- E. Faculty members elected to the Faculty Senate shall begin their term of office starting with the first meeting of the Senate after May 1 following election.
- F. Interim vacancies that occur in the elected Faculty Senate shall be filled by Senate appointment from the faculty members eligible to serve.
- G. All election procedures and conduct other than those stated in Article III, Section 2, shall be determined by the Elections Committee as hereinafter provided.

Section 3 -- Organization

- A. The Faculty Senate shall elect from its membership a Chair, Vice-Chair, and Secretary. The Chair shall have tenure status.
- B. The Faculty Senate shall hold regular meetings at least once each month during the academic year. Special meetings may be called by the President of the College, by the Chief Academic Officer, or by written request of one-fourth of the Faculty Senate or one-tenth of the General Faculty. A written notice of special meetings and their agenda shall be posted by the Chair of the Faculty Senate. Nothing prevents the Senate from meeting regularly on a more frequent basis.

The Secretary of the Faculty Senate shall be responsible for the recording of the minutes of each meeting. A recording secretary will be furnished by the Office of Instruction. Minutes of the meeting will be distributed to the members of the General Faculty within one week of becoming official.

- C. The Chair shall be responsible for maintaining a record of correspondence between the Senate and its committees and between the Senate and the administration in the form of recommendations and responses to recommendations. The College President and Chief Academic Officer shall be apprised of Senate actions in a timely manner. Official Senate documents and records shall be stored in the Office of Instruction.
- D. The Faculty Senate is empowered to make rules governing its own internal organization and procedure, subject to the following:
  - 1. A majority of Senate members shall constitute a quorum.
  - 2. All actions or recommendations of the Senate shall be by majority vote of the quorum. However, minority opinions shall be recorded in the minutes by the secretary upon the request of any senator.
  - 3. Voting procedure shall be determined by the chair unless three senators should demand a roll-call vote.

Article III, Section 3D (continued)

4. In case of an unresolved tie vote on any matter, the issue may be referred to the General Faculty by the Senate Chair or by majority vote of the Senate.
5. Agenda of each regular Senate meeting shall be distributed at least three days in advance to all Senate members, and notice of the meeting and agenda shall be posted.
6. Agenda items may be referred to the chair or vice-chair of the Senate by an individual faculty member, the faculty of any division or department, committees of the Senate, the Faculty Association, the College President, Chief Academic Officer, any Dean, or the General Faculty. These items must be submitted in writing at least one week in advance of Senate meeting.
7. Faculty members may attend Senate meetings but are not entitled to vote or propose motions. Such faculty may, upon request, and with approval of the Senate, be given the privilege to speak on matters under consideration.

Section 4 -- Authority and Functions

- A. The Faculty Senate shall be subject to the same general legal limitations as the General Faculty. Its authority shall not be construed as limiting the legal right of the President. It shall be the responsibility of the members of the Faculty Senate to act in a fiduciary capacity in relation to their constituents. Having accepted such responsibility, the members of the Faculty Senate shall feel free to make decisions and vote on matters according to their own reasoned judgments. Whenever the Senate is acting within its proper province, its action shall be subject to veto by the General Faculty as provided in Article II, Section 3-G, or by the President of the College as hereinafter provided.
- B. The President of the College may suspend or overrule action taken by the Faculty Senate and ask for reconsideration of such action. If the President and the Faculty Senate, after appropriate efforts, fail to reach agreement on a question, such question may be appealed to the College Board of Education by the President or the General Faculty. The General Faculty shall be informed in writing as to the nature of the disagreement and shall ballot secretly on the issue of appeal. The President's decision shall prevail until the question is resolved by the Southwestern Oregon Community College Board of Education.
- C. The Faculty Senate may suspend or overrule action taken by the Faculty Senate Committees and ask for reconsideration of such action. If the Senate and the Committee, after appropriate efforts, fail to reach agreement on a question, such question may be appealed to the General Faculty.

- D. The Faculty Senate shall act as the ex officio coordinating body for all Faculty Senate committees and faculty appointed to institutional committees.
- Faculty Senate Committees are committees made up of faculty with administrative members functioning in support and/or ad hoc positions.
  - Institutional Committees are committees identified by the college for specific purposes. Institutional Committees are made up of administrative members as well as faculty members who are appointed by the Faculty Senate. Faculty Senate will receive a list of all Institutional Committees from the Office of Instruction in April of each academic year. Institutional Committees include but are not limited to: instruction, curriculum, planning, assessment, budget, accreditation, student affairs, arts and lectures, the library and information sources, academic resources, sustainability and other institutional committees that require faculty involvement in the upcoming academic year.
- E. Appointments to Faculty Senate Committees and Institutional Committees are made in the spring for the following academic year. A minimum of two faculty will be appointed to each Institutional Committee.
- F. Faculty Senate has the right to review the establishment and membership of all Faculty Senate and Institutional Committees.
- G. The Faculty Senate shall consider, and act upon, any matter affecting the welfare of the institution on which the President, the Southwestern Oregon Community College Board of Education, or an individual faculty member may request consideration and action.
- H. Nothing in this article shall be construed as prohibiting consultation at all levels of the faculty organization, but in problems extending across several curricular areas, the Faculty Senate shall be the regular consultative body.

#### Section 5 -- Faculty Senate and Institutional Committees

- A. Committee appointments will be made to faculty committees or institutional committees by the College President with recommendations from and approval of the Faculty Senate. The tenure of members of each committee shall be such that there is a continuity of membership from year to year.
- B. No member of a committee shall serve more than four years consecutively. These committees shall organize, keep records, and have the right to review the policies upon which committee reports and actions are based.
- C. Committees made up of faculty only will elect a chair from the committee membership. Instructional committees will use processes established by those committees for the selection of chair.
- D. All committee recommendations are forwarded to the Faculty Senate for review and/or action.

- E. During the academic year, each committee chair shall be responsible for making a written report and schedule an oral presentation to the Faculty Senate.
- F. Faculty members appointed to Institutional Committees shall be responsible for making a written report to Faculty Senate on a quarterly basis noting issues and discussion outcomes. Specific recommendations of these committees are forwarded to the Faculty Senate for review and/or action.
- G. A student representative on committees, chosen by the Associated Student Government, is encouraged. However, there shall be no student representative on the Academic Standards, Financial Aid, or other Committees as determined by Faculty Senate. Student Representatives shall be considered a voting member of the committee.
- H. The Faculty Senate Committees shall include but not be limited to the following:
  - 1. Academic Affairs Committee
    - a. It is the responsibility of this committee to review, evaluate, and make recommendations regarding subject matter, methods of instruction, and degree/certificate requirements of the College.
    - b. It shall review each new catalog each year to ensure its accuracy regarding degree and certificate requirements.
    - c. It shall recommend policy relating to academic probation, suspension, and graduation requirements.
    - d. The Chief Academic Officer or designee shall serve as an ex officio member of the committee and will provide administrative support to it.
    - e. The student representative shall not be present when confidential information is being discussed.
  - 2. Academic Standards Committee
    - a. It is the responsibility of this committee to implement the College policies regarding academic probation, suspension, and graduation requirements.
    - b. It shall adjudicate student petitions on suspensions, academic reinstatement, graduation requirements, and credit loads.
    - c. The Director of Enrollment Management or a designee shall serve as an ex officio member of the committee and will provide administrative support to it.

3. Elections Committee

- a. The Elections Committee shall be determined by the Senate Chair.
- b. The Elections Committee shall determine procedures and administer annual elections of the Faculty Senate in accordance with Article III, Section 2.
- c. The Elections Committee is not a standing committee.

4. Financial Aid Committee

- a. It is the responsibility of this committee to review and allocate Southwestern Foundation scholarships in coordination with appointed representatives of the Southwestern Foundation.
- b. Review and evaluate the allocation process of all college internships and grants, excluding athletic funding, and participate in the further development of such.
- c. Review petitions and appeals of Financial Aid satisfactory academic progress. Determine the outcome of any appeal by a faculty member regarding the allocation of a grant or internship.
- d. It shall act as an advising body to the Financial Aid Office and recommend general financial aid policy revisions to the Faculty Senate.
- e. The Financial Aid Director and an administrator or designee appointed by the Chief Academic Officer shall serve as ex officio members of the committee. Administrative support to the committee will be provided by the Director of Financial Aid.

5. Faculty Development Committee

- a. It is the responsibility of the Faculty Development Committee to monitor the funding of activities which improve instruction and promote professional growth of the faculty. The Committee informs all faculty about faculty development procedures, screens requests for funding, and recommends funding to the Chief Academic Officer.
- b. The committee informs all faculty about the Faculty Excellence Awards, rank submissions, and submits recommendations to the SWOCC Foundation.
- c. The committee acts as a screening committee for sabbatical leave requests.
- d. The Committee may initiate or coordinate faculty development programs.

- e. An administrator or designee appointed by the Chief Academic Officer shall serve as an ex officio member of this committee and will provide administrative support to it.
- f. Make recommendations each January to the Budget committee regarding changes to the budget for the following year.

6. Faculty Senate Appointment Committee

- a. It is the responsibility of this committee to advise the Faculty Senate and College President of appointments to faculty and institutional committees.
- b. The committee is made up of volunteers from Faculty Senate.
- c. The committee obtains a list of faculty and institutional committees available for faculty appointment for the upcoming academic year.
- d. The committee oversees notice to faculty about faculty and institutional committees that are available for appointment for the upcoming academic year.
- e. The Faculty Senate Appointment Committee is not a standing committee.

7. The Instructional Design and Delivery Committee

- a. It is the responsibility of this committee to review, evaluate and make recommendations regarding the philosophy, policies and procedures for instructional design and delivery at Southwestern.
- b. It is the responsibility of this committee to evaluate and make recommendations regarding the resources needed by both faculty and students in instructional design and delivery.
- c. The Chief Academic Officer or designee shall serve as an ex officio member of the committee and will provide administrative support to it.

## ARTICLE IV

### ENACTMENT AND AMENDMENT

#### Section 1 -- Enactment

This constitution shall be effective following its adoption by a simple majority vote of the total General Faculty and approval of the Southwestern Oregon Community College Board of Education.

#### Section 2 -- Amendment

A proposed constitutional amendment must be voted on by the General Faculty. The method of voting on constitutional amendments shall be by secret balloting held after a scheduled General Faculty meeting. The proposed amendment must be presented in writing to the General Faculty not less than two weeks prior to the first date on which a vote is scheduled to take place. The amendment will be effective following its adoption by a two-thirds vote of ballots cast, provided at least one half of the General Faculty casts ballots, and approval by the Southwestern Oregon Community College Board of Education. Proposed amendments shall not conflict with laws, rules and regulations as provided in Article II, Section 2-A of this constitution.

Adopted by Board of Education June 10, 1966

Amended:

Article III, Section 2-C -- Approved by General Faculty April 13, 1972

Article II, Section 1, 3-D, and 3-G -- Approved by General Faculty January 23, 1973 -- Amendments approved by Board of Education February 19, 1973

Article III, Section 1-C -- Approved by General Faculty April 28, 1983

Article II, Section 1, 3 (A-E) -- Approved by General Faculty May 31, 1989

Article III, Section 1, 2 (A-C), 3, 4, 5 -- Approved by General Faculty May 31, 1989

Article IV (deleted) -- Approved by General Faculty May 31, 1989

Article IV, Section 2 (amended) -- Approved by General Faculty November 17, 1989 and Board of Education December 18, 1989.

Article II, Section 1 A-C; Section 2; Section 3 E, F (amended) -- Approved by General Faculty November 7, 1994 and Board of Education December 19, 1994.

Article III, Section 1 A, B; Section 2 A-C, E; Section 3-C; Section 5 B-D (amended)-- Approved by General Faculty November 7, 1994 and Board of Education December 19, 1994.

Article IV, Section 2 (amended) -- Approved by General Faculty November 7, 1994 and Board of Education December 19, 1994.

Article II, Section 1 (amended) -- Approved by General Faculty September 15, 1995 and Board of Education September 25, 1995.

Article II, Section 1 A; Article II, Section 3 D; Article III, Section 5 D(5) (amended) -- Approved by General Faculty December 11, 1996 and Article IV, Section 2 (amended) -- Approved by General Faculty May 12, 1997 and Board of Education July 28, 1997.

Article III, Section 5 D, 6A (amended) -- Approved by General Faculty December 8, 1999 and Board of Education January 24, 2000.

Article II, Section 1 A, B; Article III, Section 2 A, Article III, Section 5 D, 5C; 7B; 9B; Article III, Section 3 A (amended) -- Approved by General Faculty June 1, 2001 and Board of Education July 23, 2001.

Article III, Section 5 D, 7B (amended) -- Approved by General Faculty December 6, 2001 and Board of Education December 17, 2001.

Preamble, Article II Section 1A,B, 3A,B,E; Article III Section 5D (1A,D, 2B,C, 9B) (amended) -- Approved by the General Faculty April 14, 2005.

Article II, Section 1A, Section 3C, D, E, F; Article III Section 1A, Section 3B, 3C, 3D6, 5C, 5D(1c, 2c, 3a, 3b, 3c, 4d, 6c, 7 Committee Title, 7a, 7b, 8a, 8e, 8f, 9b) (amended) – Approved by General Faculty June 14, 2006.

Article III, Section 5D (4d); Article III, Section 5D (d, 8a, 8e) (amended) – Approved by General Faculty, April 19<sup>th</sup>, 2007.

Article III, Section 5D (1b); Article III, Section 5D (4) (amended) – Approved by General Faculty, June 11, 2009.

Article III, Section 4 and 5 – Approved by General Faculty, June 2, 2011.

# Southwestern Oregon Community College

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Board Clerk: Patty Scott  
Campus Contact: Deb Nicholls (541) 888-7400, [dnicholls@socc.edu](mailto:dnicholls@socc.edu)

*“Southwestern leads and inspires lifelong learning.”*

## Board of Education Meetings

Monday, October 24, 2011



# Southwestern Oregon Community College

## August 2011 Financial Statements

### **General Fund Statement of Budget and Revenue and Expenditures:**

Tuition & Fees: Student Tuition and Fee waivers - \$1,015, Employee Tuition and Fee waivers - \$820

Other Income: Child Care expense reimbursements \$20.35, Student Recreation Center facility use - \$6,072

Materials & Services: \$2,000 to EBSCO Subscription Services for electronic library resources, \$6,300 to NRCCUA for recruiting leads, \$24,914 to Oregon Community College Association for membership dues, \$14,817 to Jatheon Technologies for email archiving computer equipment, \$5,079 to A3 Telecom, Inc. for telephone services, \$15,547 to Dell Marketing for IT equipment maintenance contract, \$58,612 to multiple vendors for IT software maintenance contracts, \$27,133 to Pacific Power for electrical service, \$10,700 to Cardsmith for transaction management fee, \$5,400 to OISOA for soccer referees

### **Statement of Revenue and Expenditures – All Funds:**

Special Projects Fund: Tuition & Fees are primarily for Curry County Special Projects, Online BNA Program, High School Credit Recovery, Extended Learning, International Students and the Korean Program. Other Income includes Family Center Program income, facility use, and Foundation and miscellaneous expense reimbursements. Other Grant Income is primarily foundation grants.

Plant Fund: State Support includes Curry State bond proceeds and Go Oregon maintenance. Interest Income is for the Curry bond proceeds which are held in a separate Local Government Investment Pool account.

Enterprise Fund: Tuition & fees – OCCl and Conferencing revenue; Other Income – Newmark rent, Student Housing, Bookstore revenue and other building rent.

Trust & Agency: Tuition & Fees – online classes with other community colleges; Other Income – primarily student club fund raising.

### **Statement of Cash Flows:**

Restricted cash is primarily Special Projects and Trust & Agency funds, and private grants and loans for students.

### **Balance Sheet:**

General Fund: Accounts Receivable as of August 31, 2010 was \$3,999,914. Deposits are for the Nursing Program and gift certificates.

Enterprise Fund: Prepaid Expenses are unamortized bond issuance costs. Inventory is Bookstore inventory. "Deposits Held in Custody" is for Student Housing and OCCl.

Trust & Agency: "Deposits Held in Custody" is the beginning balance of all funds held in trust.

# Enterprise Fund

Exhibit # 8 B  
Date October 24, 2011

## Bookstore:

Materials & Supplies – general supplies, credit card fees

Purchased Services – shipping

Contracted Services – equipment maintenance, software maintenance

## Newmark Operations:

Payroll – maintenance staff

Contracted Services – maintenance expenses (pest, fire extinguishers)

## Newmark Tenant Services:

Payroll – custodial staff

Purchased Services – heat, lights, water, sewage, sanitation

Contracted Services – building maintenance & repair

## Student Housing:

Tuition/Fees – activity fees, deposit fees, other fees

Sales – vending

Purchased Services – telephone, meeting expense, heat, lights, water, sewage, sanitation, cable TV,

Contracted Services – food service from Dining Services, resident assistant room & board

## Dining Services:

Materials & Supplies – general supplies, food costs, catering supplies, equipment <\$5,000

Purchased Services – water, sewage, sanitation

Contracted Services – routine restaurant maintenance services

Transfers to Other Funds – student chefs paid by General Fund

## Conferences Other:

Revenue – athletic camps, Upward Bound housing, Korean Project housing

Payroll – Service Learning coordinator, part time temp employees

## Conferences Projects:

Revenue – Elderhostel

Payroll – Elderhostel presenters, part time temp employees

Purchased Services – food service from Dining Services

Internal Services – SWOCC bus

## Oregon Coast Culinary Institute:

Sales – sale of bakery items for fund raiser

Miscellaneous Revenue – building rent, Chef's Table & other food service

Materials & Supplies – uniforms, paper products, promotional material, postage, class materials & supplies, equipment <\$5,000

Travel – recruitment, professional development

Purchased Services – advertising, dues & fees, heat, lights, water, sewage, sanitation

Contracted Services – routine restaurant maintenance services, special event expenses

Materials for Resale – textbooks, knife sets

**Southwestern Oregon Community College**  
**GENERAL FUND**  
**Statement of Budget and Revenues and Expenditures**  
**For the period ending August 31, 2011**

	<b>Current Month</b>	<b>YTD</b>	<b>Adjusted Budget</b>	<b>Variance Favorable (Unfavorable)</b>	<b>Actual YTD % of Budget</b>
<b>Fund Balance (July 1, 2011)</b>		<b>\$ 2,278,607.88</b>	<b>\$ 2,000,000.00</b>	<b>\$ 278,607.88</b>	<b>113.9%</b>
<b>Revenues:</b>					
State Support	1,299,182.91	1,299,182.91	5,192,281.00	(3,893,098.09)	25.0%
Federal Support	1,720.17	1,720.17	25,500.00	(23,779.83)	6.7%
Local Support (Taxes)	40,656.01	40,656.01	4,918,100.00	(4,877,443.99)	0.8%
Tuition & Fees (Net of Waivers)	592,579.68	2,191,857.72	6,613,547.00	(4,421,689.28)	33.1%
Interest Earnings	4,250.92	5,690.55	24,000.00	(18,309.45)	23.7%
Other Income	6,213.35	40,005.77	336,026.00	(296,020.23)	11.9%
Loan Proceeds	-	-	4,860,000.00	(4,860,000.00)	0.0%
Transfers from Other Funds	-	-	622,774.00	(622,774.00)	0.0%
<b>Total Revenues</b>	<b>1,944,603.04</b>	<b>3,579,113.13</b>	<b>22,592,228.00</b>	<b>(19,013,114.87)</b>	<b>15.8%</b>
<b>Total Resources Available</b>		<b>5,857,721.01</b>	<b>24,592,228.00</b>	<b>(18,734,506.99)</b>	<b>23.8%</b>
<b>Expenditures:</b>					
Personal Services & Benefits	795,388.57	1,668,590.23	12,661,169.00	10,992,578.77	13.2%
Materials & Services (Net of Waivers)	267,916.01	595,877.69	3,326,885.00	2,731,007.31	17.9%
Capital Outlay	-	-	10,000.00	10,000.00	0.0%
Debt Service:					
Principal	-	-	4,860,000.00	4,860,000.00	0.0%
Administrative Fees & Interest	-	-	40,000.00	40,000.00	0.0%
Transfer to Other Funds	-	-	1,694,174.00	1,694,174.00	0.0%
<b>Total Expenditures</b>	<b>1,063,304.58</b>	<b>2,264,467.92</b>	<b>22,592,228.00</b>	<b>20,327,760.08</b>	<b>10.0%</b>
<b>Fund Balance (End of Month)</b>		<b>3,593,253.09</b>	<b>2,000,000.00</b>		

**Southwestern Oregon Community College**  
**Statement of Revenues and Expenditures**  
*Year-to-Date as of August 31, 2011*

	<b>General Fund</b>	<b>Financial Aid Fund</b>	<b>Special Projects Fund</b>	<b>Insurance Reserve Fund</b>	<b>Plant Fund</b>	<b>Debt Service Fund</b>	<b>Internal Service Fund</b>	<b>Enterprise Fund</b>	<b>Trust and Agency Fund</b>	<b>Totals</b>
Fund Balance (July 1, 2011)	\$ 2,278,607.88	\$ -	\$ 1,291,228.19	\$ 877,092.87	\$ 2,396,938.95	\$ -	\$ -	\$ 842,760.86	\$ -	\$ 7,686,628.75
<b>Revenues:</b>										
State Support	\$ 1,299,182.91	\$ 6,922.00	\$ 26,454.68	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 1,332,559.59
Federal Support	1,720.17	319,400.01	282,075.80	-	-	-	-	-	-	603,195.98
Local Support (Taxes)	40,656.01									40,656.01
Tuition & Fees (Net of Waivers)	2,191,857.72	-	129,503.75	-	-	-	-	520,321.50	22,473.00	2,864,155.97
Interest Earnings	5,690.55	3.23	67.10	-	1,980.00	-	-	-	-	7,740.88
Other Income	40,005.77	-	4,772.05	250.68	-	-	30,384.01	1,172,853.71	6,978.41	1,255,244.63
Other Grant Income and Workshops	-	-	164,645.00	-	-	-	-	-	-	164,645.00
<b>Total Revenues</b>	<b>\$ 3,579,113.13</b>	<b>\$ 326,325.24</b>	<b>\$ 607,518.38</b>	<b>\$ 250.68</b>	<b>\$ 1,980.00</b>	<b>\$ -</b>	<b>\$ 30,384.01</b>	<b>\$ 1,693,175.21</b>	<b>\$ 29,451.41</b>	<b>\$ 6,268,198.06</b>
<b>Expenditures:</b>										
Personal Services & Benefits	\$ 1,668,590.23	\$ 3,400.01	\$ 453,784.07	\$ -	\$ -	\$ -	\$ 34,651.75	\$ 333,944.39	\$ -	\$ 2,494,370.45
Materials & Services (Net of Waivers)	595,877.69	358,922.00	358,534.20	655.16	17,396.35	-	42,295.73	241,078.48	1,965.03	1,616,724.64
Capital Outlay	-	-	-	-	260,550.60	-	-	-	-	260,550.60
Debt Service:										
Interest & Administrative Fees	-	-	-	-	-	20,873.76	-	1,092.94	-	21,966.70
Transfers to Other Funds	-	-	-	-	-	-	-	-	-	-
<b>Total Expenditures</b>	<b>\$ 2,264,467.92</b>	<b>\$ 362,322.01</b>	<b>\$ 812,318.27</b>	<b>\$ 655.16</b>	<b>\$ 277,946.95</b>	<b>\$ 20,873.76</b>	<b>\$ 76,947.48</b>	<b>\$ 576,115.81</b>	<b>\$ 1,965.03</b>	<b>\$ 4,393,612.39</b>
<b>Revenues Over (Under) Expenditures:</b>	<b>1,314,645.21</b>	<b>(35,996.77)</b>	<b>(204,799.89)</b>	<b>(404.48)</b>	<b>(275,966.95)</b>	<b>(20,873.76)</b>	<b>(46,563.47)</b>	<b>1,117,059.40</b>	<b>27,486.38</b>	<b>1,874,585.67</b>
<b>Fund Balance (End of Month)</b>	<b>\$ 3,593,253.09</b>	<b>\$ (35,996.77)</b>	<b>\$ 1,086,428.30</b>	<b>\$ 876,688.39</b>	<b>\$ 2,120,972.00</b>	<b>\$ (20,873.76)</b>	<b>\$ (46,563.47)</b>	<b>\$ 1,959,820.26</b>	<b>\$ 27,486.38</b>	<b>\$ 9,561,214.42</b>

**Southwestern Oregon Community College**  
**Statement of Cash Flows**  
**Summary of All Funds by Month**

	<b>2010 August</b>	<b>2010 September</b>	<b>2010 October</b>	<b>2010 November</b>	<b>2010 December</b>	<b>2011 January</b>	<b>2011 February</b>
<b>Revenue Over (Under) Expenditures</b>	<b>623,382.57</b>	<b>(401,556.54)</b>	<b>(981,618.27)</b>	<b>2,105,997.35</b>	<b>1,051,034.39</b>	<b>(952,474.45)</b>	<b>(333,191.92)</b>
<b>Change in Assets</b>							
Accounts Receivable	394,768.99	870,352.47	1,220,332.99	(301,769.59)	2,536,113.49	(2,092,058.33)	612,419.52
Prepaid expenses							
Inventory							
<b>Subtotal</b>	<b>394,768.99</b>	<b>870,352.47</b>	<b>1,220,332.99</b>	<b>(301,769.59)</b>	<b>2,536,113.49</b>	<b>(2,092,058.33)</b>	<b>612,419.52</b>
<b>Change in Liabilities</b>							
A/P Payroll/Withholdings	18,124.39	36,869.79	94,264.67	106,901.35	(245,023.08)	74,289.22	85,033.53
Accounts Payable	(375,393.53)	40,542.71	486,195.42	(530,396.58)	(472,536.18)	177,522.01	(10,387.34)
Deposits Held in Custody	(45,289.17)	(10,835.39)	(419,151.13)	(404,741.53)	935,028.92	(3,986.59)	(2,398.50)
Deferred Revenue							
Bonds/Notes Payable			(31,308.00)				
<b>Subtotal</b>	<b>(402,558.31)</b>	<b>66,577.11</b>	<b>130,000.96</b>	<b>(828,236.76)</b>	<b>217,469.66</b>	<b>247,824.64</b>	<b>72,247.69</b>
Cash Beginning of Period	7,149,375.12	6,975,430.39	5,770,098.49	6,138,814.17	7,718,344.35	6,450,734.91	7,838,143.43
<b>Restricted Cash</b>	<b>406,259.98</b>	<b>416,377.60</b>	<b>1,069,017.01</b>	<b>1,247,805.36</b>	<b>814,367.49</b>	<b>1,381,443.89</b>	<b>1,164,600.04</b>
<b>Unrestricted Cash</b>	<b>1,324,680.17</b>	<b>1,021,515.59</b>	<b>1,251,359.90</b>	<b>2,650,542.51</b>	<b>1,814,758.75</b>	<b>2,633,477.99</b>	<b>1,975,501.65</b>
<b>Curry Construction Bond Funds</b>	<b>5,244,490.24</b>	<b>4,332,205.30</b>	<b>3,818,437.26</b>	<b>3,819,996.48</b>	<b>3,821,608.67</b>	<b>3,823,221.55</b>	<b>3,824,677.99</b>
<b>Total Cash at End of Period</b>	<b>6,975,430.39</b>	<b>5,770,098.49</b>	<b>6,138,814.17</b>	<b>7,718,344.35</b>	<b>6,450,734.91</b>	<b>7,838,143.43</b>	<b>6,964,779.68</b>

**As of October 19, 2011:**

Operating cash on hand	\$1,883,994.49
Accounts payable	\$364,602.69
Curry Project LGIP account cash	\$1,475,016.98

**Southwestern Oregon Community College**  
**Statement of Cash Flows**  
**Summary of All Funds by Month**

	<u>2011 March</u>	<u>2011 April</u>	<u>2011 May</u>	<u>2011 June</u>	<u>2011 July</u>	<u>2011 August</u>
<b>Revenue Over (Under) Expenditures</b>	<b>1,070,501.23</b>	<b>(2,112,660.73)</b>	<b>(3,500,871.32)</b>	<b>752,068.47</b>	<b>1,331,089.69</b>	<b>543,495.98</b>
<b>Change in Assets</b>						
Accounts Receivable	741,134.11	2,083,911.88	444,076.13	2,064,944.15	(1,638,044.63)	434,233.84
Prepaid expenses				100,255.81	(108,836.99)	9.62
Inventory				22,026.64		
<b>Subtotal<sup>a</sup></b>	<b>741,134.11</b>	<b>2,083,911.88</b>	<b>444,076.13</b>	<b>2,187,226.60</b>	<b>(1,746,881.62)</b>	<b>434,243.46</b>
<b>Change in Liabilities</b>						
A/P Payroll/Withholdings	121,269.66	139,277.87	117,544.87	(311,480.68)	(35,175.64)	(11,238.25)
Accounts Payable	537,939.42	(595,714.34)	75,968.16	774,839.92	(676,021.33)	(55,518.88)
Deposits Held in Custody	(22,248.95)	4,102.68	17,479.54	(40,162.70)	10,744.28	3,171.08
Deferred Revenue			1,073,002.75	937,782.45	(2,568,545.20)	0.00
Bonds/Notes Payable				(718,949.37)		
<b>Subtotal</b>	<b>636,960.13</b>	<b>(452,333.79)</b>	<b>1,283,995.32</b>	<b>642,029.62</b>	<b>(3,268,997.89)</b>	<b>(63,586.05)</b>
Cash Beginning of Period	6,964,779.68	7,931,106.93	7,450,024.29	5,677,224.42	4,884,095.91	4,693,069.33
<b>Restricted Cash</b>	<b>1,871,087.41</b>	<b>812,811.28</b>	<b>608,824.11</b>	<b>264,351.39</b>	<b>255,637.39</b>	<b>680,792.90</b>
<b>Unrestricted Cash</b>	<b>2,232,727.31</b>	<b>2,808,358.31</b>	<b>1,834,245.83</b>	<b>1,805,619.63</b>	<b>2,079,812.91</b>	<b>1,965,114.35</b>
<b>Curry Construction Bond Funds</b>	<b>3,827,292.21</b>	<b>3,828,854.70</b>	<b>3,234,154.48</b>	<b>2,814,124.89</b>	<b>2,357,619.03</b>	<b>2,092,828.55</b>
<b>Total Cash at End of Period</b>	<b>7,931,106.93</b>	<b>7,450,024.29</b>	<b>5,677,224.42</b>	<b>4,884,095.91</b>	<b>4,693,069.33</b>	<b>4,738,735.80</b>

**Southwestern Oregon Community College**  
**Balance Sheet**  
**As of August 31, 2011**

	<b>General Fund</b>	<b>Financial Aid Fund</b>	<b>Special Projects Fund</b>	<b>Insurance Reserve Fund</b>	<b>Plant Fund</b>	<b>Debt Service Fund</b>	<b>Internal Service Fund</b>	<b>Enterprise Fund</b>	<b>Trust and Agency Fund</b>	<b>Totals</b>
<b>Assets</b>										
Cash and Investments	\$ 392,828.61	\$ (35,639.45)	\$ 826,397.65	\$ 876,688.39	\$ 2,081,122.30	\$ (20,873.76)	\$ (39,299.70)	\$ 513,800.56	\$ 143,711.19	\$ 4,738,735.79
Accounts Receivable	4,206,615.95	3,947.26	261,871.24	-	39,849.70	-	-	49,568.35	-	4,561,852.50
Prepaid Expenses	-	-	-	-	-	-	-	144,973.71	-	144,973.71
Inventory	-	-	-	-	-	-	-	191,555.37	-	191,555.37
Fixed Assets	-	-	-	-	-	-	-	14,580,311.36	-	14,580,311.36
<b>Total Assets</b>	<b>\$ 4,599,444.56</b>	<b>\$ (31,692.19)</b>	<b>\$ 1,088,268.89</b>	<b>\$ 876,688.39</b>	<b>\$ 2,120,972.00</b>	<b>\$ (20,873.76)</b>	<b>\$ (39,299.70)</b>	<b>\$ 15,480,209.35</b>	<b>\$ 143,711.19</b>	<b>\$ 24,217,428.73</b>
<b>Liabilities and Fund Balance</b>										
<b>Liabilities:</b>										
A/P Payroll/Withholdings	\$ 642,165.16	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 7,263.77	\$ 81,789.56	\$ -	\$ 731,218.49
Accounts Payable	363,262.42	4,304.58	1,090.59	-	-	-	-	22,000.55	-	390,658.14
Deposits Held in Custody	763.89	-	750.00	-	-	-	-	151,143.78	116,224.81	268,882.48
Deferred Revenue	-	-	-	-	-	-	-	600.00	-	600.00
Bonds/Notes Payable	-	-	-	-	-	-	-	13,264,855.20	-	13,264,855.20
Reserves	-	-	-	-	-	-	-	-	-	-
Total Liabilities	1,006,191.47	4,304.58	1,840.59	-	-	-	7,263.77	13,520,389.09	116,224.81	14,656,214.31
Fund Balance	3,593,253.09	(35,996.77)	1,086,428.30	876,688.39	2,120,972.00	(20,873.76)	(46,563.47)	1,959,820.26	27,486.38	9,561,214.42
<b>Total Liabilities and Fund Balance</b>	<b>\$ 4,599,444.56</b>	<b>\$ (31,692.19)</b>	<b>\$ 1,088,268.89</b>	<b>\$ 876,688.39</b>	<b>\$ 2,120,972.00</b>	<b>\$ (20,873.76)</b>	<b>\$ (39,299.70)</b>	<b>\$ 15,480,209.35</b>	<b>\$ 143,711.19</b>	<b>\$ 24,217,428.73</b>

**SOUTHWESTERN OREGON COMMUNITY COLLEGE**  
**Enterprise Fund**  
**Financial Summary Comparison for Period Ending August 31**

	Bookstore		Newmark Center		Student Housing		Dining Services	
	FY10-11	FY11-12	FY10-11	FY11-12	FY10-11	FY11-12	FY10-11	FY11-12
<b>Revenues:</b>								
Tuition/Fees	\$ -	\$ -	\$ -	\$ -	\$ 10,227.25	\$ 10,775.50	\$ -	\$ -
Sales	44,379.26	31,336.61	-	-	913.88	355.35	1,474.85	3,758.77
Interest	-	-	-	-	-	-	-	-
Rent	-	-	57,143.26	58,355.56	881,580.00	1,047,623.00	-	-
Miscellaneous	1,843.10	4,028.70	-	-	-	-	37,991.64	17,792.42
Transfer from other funds	-	-	-	-	-	-	-	-
<b>Total Revenues</b>	<b>\$ 46,222.36</b>	<b>\$ 35,365.31</b>	<b>\$ 57,143.26</b>	<b>\$ 58,355.56</b>	<b>\$ 892,721.13</b>	<b>\$ 1,058,753.85</b>	<b>\$ 39,466.49</b>	<b>\$ 21,551.19</b>
<b>Expenditures:</b>								
Personal Services	\$ 12,239.50	\$ 12,666.43	\$ 13,994.18	\$ 10,049.19	\$ 60,274.58	\$ 71,838.50	\$ 46,281.74	\$ 42,285.61
Payroll costs/Benefits	6,158.63	6,430.09	6,005.19	7,168.04	18,231.78	21,595.81	18,660.31	15,969.57
Material & Supplies	949.94	890.77	797.68	295.03	7,443.37	8,143.24	35,313.95	27,761.09
Travel	116.85	-	-	-	-	-	-	-
Purchased Services	2,523.58	3,051.65	29,371.20	5,736.94	17,778.69	22,424.69	3,169.72	1,231.17
Internal Services	134.74	-	-	-	97.77	71.42	15.35	27.13
Contracted Services	1,900.00	2,268.69	2,510.51	696.46	1,200.00	2,400.00	1,168.04	1,151.97
Professional Services	-	-	-	-	-	-	-	-
Insurance	-	-	8,763.00	8,409.00	26,122.00	22,724.00	-	-
Leases	-	-	-	-	-	88.88	-	-
Materials for Resale	98,021.56	28,625.71	-	-	-	-	-	-
Student Aid Grants	-	-	-	-	-	-	-	-
Employee Tuition Waivers	-	-	2,701.00	-	-	-	-	-
Administrative Expenses	-	-	-	-	-	-	-	-
Repairs	-	-	-	-	-	-	2,524.00	-
Interest Expense	-	-	-	-	-	-	-	-
Principal Payment	-	-	-	-	-	-	-	-
Debt Service Admin	80.42	-	-	-	734.51	734.47	-	-
Depreciation Expense	-	-	-	-	-	-	-	-
Transfers to other funds	-	-	-	-	-	-	-	-
<b>Total Expenditures</b>	<b>\$ 122,125.22</b>	<b>\$ 53,933.34</b>	<b>\$ 64,142.76</b>	<b>\$ 32,354.66</b>	<b>\$ 131,882.70</b>	<b>\$ 150,021.01</b>	<b>\$ 107,133.11</b>	<b>\$ 88,426.54</b>
<b>Revenues over (under) Expenditures</b>	<b>\$ (75,902.86)</b>	<b>\$ (18,568.03)</b>	<b>\$ (6,999.50)</b>	<b>\$ 26,000.90</b>	<b>\$ 760,838.43</b>	<b>\$ 908,732.84</b>	<b>\$ (67,666.62)</b>	<b>\$ (66,875.35)</b>
<b>Beginning Fund Balance</b>	<b>\$ 687,150.41</b>	<b>\$ 812,833.04</b>	<b>\$ 600,585.19</b>	<b>\$ 801,444.20</b>	<b>\$ (425,354.55)</b>	<b>\$ (349,008.53)</b>	<b>\$ 187,355.46</b>	<b>\$ 172,586.63</b>
<b>Ending Fund Balance</b>	<b>\$ 611,247.55</b>	<b>\$ 794,265.01</b>	<b>\$ 593,585.69</b>	<b>\$ 827,445.10</b>	<b>\$ 335,483.88</b>	<b>\$ 559,724.31</b>	<b>\$ 119,688.84</b>	<b>\$ 105,711.28</b>

**SOUTHWESTERN OREGON COMMUNITY COLLEGE**  
**Enterprise Fund**  
**Financial Summary Comparison for Period Ending August 31**

	Conferences Other		Conferences Projects		Oregon Coast Culinary		Neighborhood Facility Bldg.	
	FY10-11	FY11-12	FY10-11	FY11-12	FY10-11	FY11-12	FY10-11	FY11-12
<b>Revenues:</b>								
Tuition/Fees	\$ 24,570.14	\$ 29,392.00	\$ 46,133.00	\$ 25,174.00	\$ 451,250.00	\$ 454,980.00	\$ -	\$ -
Sales	-	-	-	-	-	-	-	-
Interest	-	-	-	-	-	-	-	-
Rent	-	-	-	-	-	-	5,000.00	5,000.00
Miscellaneous	-	-	-	-	6,990.50	4,603.30	-	-
Transfer from other funds	-	-	-	-	-	-	-	-
<b>Total Revenues</b>	<b>\$ 24,570.14</b>	<b>\$ 29,392.00</b>	<b>\$ 46,133.00</b>	<b>\$ 25,174.00</b>	<b>\$ 458,240.50</b>	<b>\$ 459,583.30</b>	<b>\$ 5,000.00</b>	<b>\$ 5,000.00</b>
<b>Expenditures:</b>								
Personal Services	\$ 4,802.75	\$ 3,127.93	\$ 9,239.75	\$ 8,986.50	\$ 90,088.09	\$ 97,027.44	\$ -	\$ -
Payroll costs/Benefits	1,071.60	948.80	709.37	695.70	27,140.89	35,154.78	-	-
Material & Supplies	-	-	472.56	264.76	62,228.75	56,634.95	-	-
Travel	-	-	1,200.00	3,332.60	3,655.38	8,068.77	-	-
Purchased Services	-	993.72	5,746.00	826.25	6,893.64	9,647.73	-	-
Internal Services	-	-	2,634.11	1,440.93	3,145.17	3,091.28	-	-
Contracted Services	-	-	-	-	5,296.39	5,881.65	-	-
Professional Services	-	-	-	-	-	-	-	-
Insurance	-	-	-	-	4,001.00	3,863.00	1,533.00	1,463.00
Leases	-	-	-	-	64.12	123.90	-	-
Materials for Resale	-	-	-	-	13,236.67	2,710.10	-	-
Student Aid Grants	-	-	-	-	4,256.00	6,738.00	-	-
Employee Tuition Waivers	-	-	-	-	-	-	-	-
Administrative Expenses	-	-	-	-	-	-	-	-
Repairs	-	-	-	-	-	-	-	-
Interest Expense	-	-	-	-	-	-	-	-
Principal Payment	-	-	-	-	-	-	-	-
Debt Service Admin	-	-	-	-	705.33	358.47	-	-
Depreciation Expense	-	-	-	-	-	-	-	-
Transfers to other funds	-	-	-	-	-	-	-	-
<b>Total Expenditures</b>	<b>\$ 5,874.35</b>	<b>\$ 5,070.45</b>	<b>\$ 20,001.79</b>	<b>\$ 15,546.74</b>	<b>\$ 220,711.43</b>	<b>\$ 229,300.07</b>	<b>\$ 1,533.00</b>	<b>\$ 1,463.00</b>
<b>Revenues over (under) Expenditures</b>	<b>\$ 18,695.79</b>	<b>\$ 24,321.55</b>	<b>\$ 26,131.21</b>	<b>\$ 9,627.26</b>	<b>\$ 237,529.07</b>	<b>\$ 230,283.23</b>	<b>\$ 3,467.00</b>	<b>\$ 3,537.00</b>
<b>Beginning Fund Balance</b>	<b>\$ (9,713.80)</b>	<b>\$ (1,472.12)</b>	<b>\$ 11,072.97</b>	<b>\$ 21,659.67</b>	<b>\$ (803,593.40)</b>	<b>\$ (711,065.88)</b>	<b>\$ 86,762.95</b>	<b>\$ 95,783.85</b>
<b>Ending Fund Balance</b>	<b>\$ 8,981.99</b>	<b>\$ 22,849.43</b>	<b>\$ 37,204.18</b>	<b>\$ 31,286.93</b>	<b>\$ (566,064.33)</b>	<b>\$ (480,782.65)</b>	<b>\$ 90,229.95</b>	<b>\$ 99,320.85</b>

ROUTINE AND CUSTOMARY PAYMENTS OVER \$25,000  
August-11

CHECK NUMBER	CHECK DATE	P A Y E E	CHECK AMOUNT	DESCRIPTION
201052	8/24/2011	Pacific Power	38,453.18	Campus Power
EFT	8/10/2011	Federal Employment Taxes	208,311.72	Federal Withholding, FICA, Medicare
EFT	8/10/2011	State Employment Taxes	60,168.00	State Withholding
EFT	8/10/2011	OEBB	251,121.22	Medical/Dental Insurance

## Student First Stop Center survey for students Spring Term 2011








Respondents: 154 displayed, 154 total

Status: Closed

Launched Date: 05/23/2011

Closed Date: 06/23/2011







## 1. What Student First Stop Center services do you use?

		Response Total	Response Percent
General campus information		63	41%
Registration / Add / Drop assistance		102	66%
Make a payment		57	37%
Set up a payment plan		26	17%
Financial Aid inquiry		105	68%
WebAdvisor / student email assistance		52	34%
Other, please specify		13	8%
		Total Respondents	154

## 2. When I need assistance, I:

		Response Total	Response Percent
Always use WebAdvisor first to resolve my issue		64	42%
Sometimes use WebAdvisor first to resolve my issue		62	40%
Occasionally use WebAdvisor first to resolve my issue		15	10%
Never use WebAdvisor and always contact the Student First Stop Center		13	8%
		Total Respondents	154

## 3. When I communicate with the Student First Stop Center, I do so by:

		Response Total	Response Percent
Visiting Dellwood hall		135	88%
Calling		76	49%
Emailing		22	14%
Faxing		1	1%
Online inquiry		5	3%
Other, please specify		2	1%
		Total Respondents	154

## 4. When I visit, call, or email the Student First Stop Center, I am quickly assisted?

		Response Total	Response Percent
Strongly Agree (5 Points)		19(95pts)	12%

Agree (4 Points)		69(276pts)	45%
Neutral (3 Points)		41(123pts)	27%
Disagree (2 Points)		16(32pts)	10%
Strongly Disagree (1 Points)		9(9pts)	6%
		Total Respondents	154
		Point Average	3.47
		Point Weighted Average	3.47

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5. When I visit, call, or email the Student First Stop Center, information is explained clearly to me?

		Response Total	Response Percent
Strongly Agree (5 Points)		34(170pts)	22%
Agree (4 Points)		48(192pts)	31%
Neutral (3 Points)		45(135pts)	29%
Disagree (2 Points)		17(34pts)	11%
Strongly Disagree (1 Points)		10(10pts)	6%
		Total Respondents	154
		Point Average	3.51
		Point Weighted Average	3.51

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6. When I visit, call, or email the Student First Stop Center, I am treated with respect?

		Response Total	Response Percent
Strongly Agree (5 Points)		45(225pts)	29%
Agree (4 Points)		59(236pts)	38%
Neutral (3 Points)		28(84pts)	18%
Disagree (2 Points)		11(22pts)	7%
Strongly Disagree (1 Points)		11(11pts)	7%
		Total Respondents	154
		Point Average	3.75
		Point Weighted Average	3.75

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7. When I visit the Student First Stop Center, written materials are readily available?

		Response Total	Response Percent
Strongly Agree (5 Points)		31(155pts)	20%
Agree (4 Points)		60(240pts)	39%
Neutral (3 Points)		35(105pts)	23%
Disagree (2 Points)		11(22pts)	7%
Strongly Disagree (1 Points)		2(2pts)	1%
N/A		15(0pts)	10%
		Total Respondents	154
		Point Average	3.4
		Point Weighted Average	3.4







8. When I visit, call, or email the Student First Stop Center, my expectations are met?

		Response Total	Response Percent
Strongly Agree (5 Points)		34(170pts)	22%
Agree (4 Points)		48(192pts)	31%
Neutral (3 Points)		43(129pts)	28%
Disagree (2 Points)		15(30pts)	10%
Strongly Disagree (1 Points)		14(14pts)	9%
		Total Respondents	154
		Point Average	3.47
		Point Weighted Average	3.47

9. By the end of my visit or call to the Student First Stop Center, I have answers to my questions?



		Response Total	Response Percent
Strongly Agree (5 Points)		33(165pts)	22%
Agree (4 Points)		54(216pts)	35%
Neutral (3 Points)		36(108pts)	24%
Disagree (2 Points)		22(44pts)	14%
Strongly Disagree (1 Points)		8(8pts)	5%
		Total Respondents	153
		Point Average	3.54
		Point Weighted Average	3.54
		(skipped this question)	1

10. When I visit the Student First Stop Center, the lobby is clean and welcoming?

		Response Total	Response Percent
Strongly Agree (5 Points)		51(255pts)	33%
Agree (4 Points)		66(264pts)	43%
Neutral (3 Points)		24(72pts)	16%
Disagree (2 Points)		4(8pts)	3%
Strongly Disagree (1 Points)		3(3pts)	2%
N/A		5(0pts)	3%
		Total Respondents	153
		Point Average	3.93
		Point Weighted Average	3.93
		(skipped this question)	1

11. My overall experience with the Student First Stop Center is positive.

		Response Total	Response Percent
Strongly Agree (5 Points)		35(175pts)	23%

Agree (4 Points)		49(196pts)	32%
Neutral (3 Points)		33(99pts)	22%
Disagree (2 Points)		17(34pts)	11%
Strongly Disagree (1 Points)		18(18pts)	12%
N/A		1(0pts)	1%
		Total Respondents	153
		Point Average	3.41
		Point Weighted Average	3.41
		(skipped this question)	1

12. Other resources I would like access to when visiting Dellwood hall?

Total Respondents	31
(skipped this question)	123







13. I am aware that I can use WebAdvisor to sign up for direct deposit, check my financial aid status, run an enrollment verification, find my student ID number, email my advisor, and so much more.

		Response Total	Response Percent
Yes		145	95%
No		8	5%
		Total Respondents	153
		(skipped this question)	1

14. I am aware the Student First Stop Center uses my SOCC email to communicate with me.

		Response Total	Response Percent
Yes		146	95%
No		7	5%
		Total Respondents	153
		(skipped this question)	1

15. I use WebAdvisor to:

		Response Total	Response Percent
Register		137	90%
Run a program evaluation		62	41%
Check on my Financial Aid status		118	77%
Pay my bill		41	27%
Run an enrollment verification		56	37%
Other, please specify		14	9%
		Total Respondents	153
		(skipped this question)	1

16. I have attended Southwestern for?

		Response Total	Response Percent
One year		61	40%
Two years		42	27%
Three years		18	12%
Other		32	21%
Total Respondents		153	
(skipped this question)			1







17. I am:

		Response Total	Response Percent
Male		41	27%
Female		110	73%
Total Respondents		151	
(skipped this question)			3

18. I live:





		Response Total	Response Percent
On-campus		33	22%
Off-campus		116	78%
Total Respondents		149	
(skipped this question)			5

19. My age is:

		Response Total	Response Percent
18-21		57	38%
22-29		31	20%
30-39		20	13%
40-49		24	16%
50-60		19	12%
Other, please specify		1	1%
Total Respondents		152	
(skipped this question)			2

20. I plan to:

		Response Total	Response Percent
Complete my degree at Southwestern		56	37%
Complete my degree at Southwestern & transfer to a University		75	49%

Transfer to another community college		10	7%
Learn skills and go to work		3	2%
Attend for fun		1	1%
Other, please specify		8	5%
		Total Respondents	153
		(skipped this question)	1
<hr/>			
21. I would like to be contacted regarding my survey. My name and phone number are:			
		Total Respondents	18
		(skipped this question)	136



## SOUTHWESTERN OREGON COMMUNITY COLLEGE FOUNDATION SCHOLARSHIP INFORMATION 2010-2011

### SCHOLARSHIPS AVAILABLE ON SOUTHWESTERN FOUNDATION GENERAL SCHOLARSHIP APPLICATION:

NAME OF SCHOLARSHIP	ELIGIBILITY	QUALIFICATIONS	AMOUNT OF AWARD	DEADLINE FOR APPLICATION
Sharon Barnett Memorial Scholarship (given in memory of Sharon Barnett, a former employee of Southwestern)	A full-time Southwestern student with a dependent child, 12 years or younger, for whom they must pay child care expenses while in class. Must have a 3.0 grade average and have completed 15 credits at Southwestern.	Recipient will be selected on the basis of academic achievement, scholastic ability, demonstrated leadership skills, and need.	Amount to be determined.	March 1, 2010
Bay Area Sportsman's Association Scholarship	A full-time Southwestern student pursuing a career in Fish & Wildlife Management, Marine Biology, or Natural Science. Applicants must live within the Southwestern district; however, Coos Bay and North Bend residents are excluded.	Preference given for financial need.	Amount to be determined.	March 1, 2010
Bezzarides Scholarship	First priority to award the scholarship to a full-time Southwestern student who is attending school at the Brookings campus. Second priority is to award the scholarship to a full time student at the Coos Bay campus.	Preference given for financial need.	One \$500 scholarship	March 1, 2010
Vernon Brecke Rainbow Bridge Memorial Scholarship	A full or part time Southwestern student who has made a difference towards diversity.	Selection based on academic achievement, scholastic ability and essay.	One \$500 scholarship	March 1, 2010
Burles Memorial Scholarship (in memory of John W. Burles)	Current (08-09) Southwestern Oregon Community College student planning to attend full time in 2009 – 2010.	Selection based on academic achievement, scholastic ability, and citizenship.	Amount to be determined.	March 1, 2010

<b>NAME OF SCHOLARSHIP</b>	<b>ELIGIBILITY</b>	<b>QUALIFICATIONS</b>	<b>AMOUNT OF AWARD</b>	<b>DEADLINE FOR APPLICATION</b>
Jack and Margaret S. Dean Scholarship	One scholarship for a 2009 graduate from Bandon High School or Pacific High School planning to attend Southwestern Oregon Community College full time in 2009 – 2010.	Selection based on financial need.	One \$1000 scholarship	March 1, 2010
Delta Kappa Gamma Society Scholarship	Enrolled in education program through Oregon 4-year college/university but attending Southwestern.	Selection based on academic achievement, scholastic ability, citizenship, and financial need.	Two \$500 scholarship	March 1, 2010
Distinguished Alumni Scholarship	Student of any age from the College district planning to attend Southwestern Oregon Community College full time in 2009 – 2010 and 2010 – 2011.	Selection based on scholastic ability, academic achievement, citizenship, and financial need.	Amount to be determined.	March 1, 2010
Hales Scholarship	Coquille, Myrtle Point, and Powers high school graduates planning to attend Southwestern Oregon Community College full time in 2009 – 2010. Must have a GPA of 3.0 or higher.	Selection based on scholastic ability, academic achievement, and financial need.	Amount to be determined.	March 1, 2010
Floyd Ingram Scholarship	Second year, full time Southwestern students with a GPA of 3.0 or higher and who reside in Coos County.	Selection based on scholastic ability, academic achievement, and financial need.	Amount to be determined.	March 1, 2010
Juan Young Trust Scholarship	Oregon residents under the age of 21 attending Southwestern Oregon Community College full time. Lineal descendants of former Kienow's Food Stores employees have first preference.	Selection based on scholastic ability, academic achievement, and citizenship.	Three \$2,000 scholarships	March 1, 2010
Locker Family Scholarship	Current (08-09) Southwestern Oregon Community College student planning to attend full time in 2009 – 2010.	Selection based on scholastic ability, academic achievement, and financial need.	One \$100 scholarship	March 1, 2010

NAME OF SCHOLARSHIP	ELIGIBILITY	QUALIFICATIONS	AMOUNT OF AWARD	DEADLINE FOR APPLICATION
Oregon Association Chiefs of Police Scholarship	A full-time Southwestern Oregon Community College student who has completed 45 credits or more toward Criminal Justice degree. <b><u>Interested students must attach a letter of reference from their local Chief of Police</u></b>	Selection based on academic achievement, scholastic ability, citizenship and financial need.	One \$1,000 scholarship	March 1, 2010
Oregon State Sheriffs' Association Scholarship	A full-time Southwestern student who has completed 45 credits or more toward Criminal Justice degree.	Selection based on academic achievement, scholastic ability, citizenship, and financial need.	One \$800 scholarship	March 1, 2010
Christine Scholey Memorial Scholarship	A Southwestern student. Additional criteria may be required.	Selection based on academic achievement and scholastic ability.	Amount to be determined.	March 1, 2010
Professor Stubs Memorial Scholarship	A full-time Southwestern student with a dependent child, 12 years of younger, for whom they must pay child care expenses while in class. Must have a 3.0 grade average and have completed 15 credits at Southwestern.	Recipient will be selected on the basis of academic achievement, scholastic ability, demonstrated leadership skills, and need.	One \$1000 scholarship	March 1, 2010
Peter DeFazio Scholarship	Certified dislocated workers from the timber industry and attending Southwestern Oregon Community College full-time. Must reside in the Fourth Congressional District.	Selection based on leadership, financial need, academic achievement, and scholastic ability. Appropriate certification of dislocated worker status required.	Two \$1200 scholarships	March 1, 2010
Reedsport Community Scholarship (Given in memory of Edith Stuller)	Graduating seniors from Reedsport High School planning to attend Southwestern Oregon Community College full time during 2009 – 2010.	Selection based on leadership, academic achievement, scholastic ability and financial need.	Three \$500 scholarships	March 1, 2010

<b>NAME OF SCHOLARSHIP</b>	<b>ELIGIBILITY</b>	<b>QUALIFICATIONS</b>	<b>AMOUNT OF AWARD</b>	<b>DEADLINE FOR APPLICATION</b>
Sheryl Rosenbaum Memorial Scholarship	A single parent with a dependent child planning to attend Southwestern Oregon Community College full time during 2009 – 2010.	Selection based on academic achievement, scholastic ability, citizenship, and financial need.	One \$200 scholarship	March 1, 2010
Ann Lansing Scholarship	A part or full-time Southwestern student taking at least 10 credits with a need for developing reading and study skills to succeed at the college level. Must have successfully completed RDO*751, 752 or 753.	Preference given for financial need.	One \$1200 scholarship	March 1, 2010
Maybelle M Olson Scholarships	A full time Southwestern student who is both currently studying and has future plans to receive a degree in elementary education.	Selection based on scholastic ability, academic achievement, and financial need.	One \$750 scholarship	March 1, 2010
Maxine Smith Scholarship	A full time female Southwestern Oregon Community College student over the age of 21 who is a resident of Curry County.	Selection based on academic achievement, scholastic ability, citizenship, and financial need.	One \$600 scholarship	March 1, 2010
Miller Foundation Scholarship	Part-time or full-time student who is enrolled in a defined program of study, seeking an associate degree in general studies, or seeking a program certification is eligible. Among those who would be eligible are: students in the first two years of a baccalaureate program, students pursuing an associate degree, and students seeking licensure or a certificate in a technical or vocational field. At this time students who are seeking a G.E.D. or high school diploma and students taking “hobby”, non-credit, or single unrelated courses are not eligible.	Selection based on scholastic ability, academic achievement, and financial need.	\$50,000 Multiple scholarships ranging from \$500 - \$3000 per student	March 1, 2010

<b>NAME OF SCHOLARSHIP</b>	<b>ELIGIBILITY</b>	<b>QUALIFICATIONS</b>	<b>AMOUNT OF AWARD</b>	<b>DEADLINE FOR APPLICATION</b>
MLK JR. Scholarship	A full-time, male Southwestern student of color. Student must be attending Southwestern in the 2009-2010 school year	Selection based on scholastic ability, academic achievement, and financial need.	One \$500 scholarship	March 1, 2010
Stephens Family Scholarship	A full time Southwestern Oregon Community College student.	Selection based on academic achievement, scholastic ability, citizenship, and financial need.	Amount to be determined.	March 1, 2010
Southwestern Foundation General Scholarship	A full time Southwestern Oregon Community College student.	Selection based on academic achievement, scholastic ability, citizenship, and financial need.	One \$500 scholarship	March 1, 2010
Smullin Scholarship	Southwestern students who are high school graduates of Coos, Curry, Douglas, or Lane Counties. Applicants must describe why they support free enterprise is in the essay or an attachment. Must have a GPA of 2.5 or higher.	Selection based on scholastic ability, academic achievement, leadership, and description of free enterprise in the essay.	Amount to be determined.	March 1, 2010
Lisa Wampole Criminal Justice Scholarship (given in memory of Sgt. Lisa Wampole)	A full time female Southwestern Oregon Community College student majoring in Criminal Justice.	Selection based on academic achievement, scholastic ability, citizenship, and financial need.	Amount to be determined.	March 1, 2010
Yellow Cab Taxi, Coos Bay Scholarship	A full-time Southwestern student who is attending school and is studying Business.	Selection based on academic achievement, scholastic ability, citizenship, and financial need.	Amount to be determined.	March 1, 2010


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## About Southwestern's Foundation

The Southwestern Oregon Community College Foundation is a tax-exempt 501(c)(3) public foundation organized exclusively for the purpose of supporting higher education in connection with [Southwestern Oregon Community College](#).

The Foundation was incorporated in 1962 and currently has assets of approximately \$3 million including endowments, temporarily restricted funds and unrestricted funds.

The Foundation is managed by a team of salaried professionals and is controlled by a [volunteer board](#). It accepts gifts of cash, stocks, bonds, real estate, personal property, life insurance and equipment. It accepts and manages charitable remainder trusts and lead trusts and is licensed to issue gift annuities in the State of Oregon. The Foundation accepts lifetime gifts and gifts by bequest.



The Foundation is actively involved in funding current projects and activities, and in building endowments that will persist in perpetuity. Activities that have been or are currently funded by the Foundation include the Hales Center for the Performing Arts, Expressions West and Visions art competitions, faculty grants, and scholarships.

The Foundation's invested assets are managed by professional money managers. The Foundation's investment policy allows up to 70% of invested assets to be in equities with a maximum of 30% in fixed income instruments.

As an institution of higher education, **Southwestern Oregon Community College** is uniquely positioned to facilitate the philanthropic interests of its supporters. Gifts to the Southwestern Foundation can be used to support specific academic areas, the arts, a lecture series, scholarships, campus beautification, social programs, construction projects, research, business and economic development, or nearly any other area of interest.

### Annual Reports and Other Foundation Information

- [2011 Annual Report](#)
- [2010 Annual Report](#)
- [2009 Annual Report](#)
- [2008 Annual Report](#)
- [2007 Annual Report](#)
- [2006 Annual Report](#)
- [Overview Brochure 2005](#)
- [Strategic Plan 2009-2010](#)

### Foundation ByLaws and Policies

- [Foundation ByLaws](#) (198 KB)
- [Gift Acceptance Policy](#) (499 KB)
- [Trustees Emeritus Policy](#) (48 KB)
- [Election of Officers Policy](#) (41 KB)
- [Endowment Policy](#) (52 KB)
- [Executive Director Authority Policy](#) (98 KB)
- [Signing Authority Policy](#) (27 KB)

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**SOUTHWESTERN**  
Oregon Community College

Theme: *Students First!*

Vision: *Southwestern Leads and Inspires Lifelong Learning*

Exhibit # 8 C 1

Date September 26, 2011

**Success Indicator 1**  
**Student FTE Reports**  
**Spring 2011**

**Presented By:**

Tom Nicholls, *Executive Director Enrollment Management*

**Date Presented:**

September, 2011, Board of Education Meeting

<b>Purpose and Meaning</b>	Monitor fluctuations and be aware of changes in FTE credit by students or groups as FTE is basis for State funding and revenue generation.
<b>Core Theme and Objective</b>	<i>Access:</i> Access to multiple learning opportunities
<b>Southwestern Strategic Plan Goal</b>	<i>Goal 1:</i> Ensure access to diverse learning opportunities.
<b>Achievement Overview and Analysis</b>	Spring Term 2011 shows an overall decrease of 41 FTE as compared to Spring 2010. Decreases were seen in total headcount with the majority of the decrease coming from full-time student enrollment. Program wise the largest decreases were in the AAS, AA, and AGS, with the exception of Curry which saw an increase in enrollment in AA programs. The decrease in full-time enrollments was offset by a slight increase in part-time enrollments. Overall there was an increase in the Hispanic segment of our student population.
<b>Reporting Unit Goals</b>	<i>Enrollment Management:</i> Increase enrollment and FTE by 3% per year.
<b>Unit Objectives</b>	<i>Admissions:</i> Support the Strategic Plan goal of increasing enrollment and FTE by 3% per year.
<b>Planned Accomplishments</b> <b>Institutional Level</b> <b>Reporting Unit Level</b> <b>Unit Level</b>	<i>Enrollment Management:</i> Provide support for program recruitment and retention Continuous Improvement – Planned Accomplishments: In collaboration with program and instructional administrators, continue to analyze credit and non-credit student enrollments and make recommendations for new programming, alternative instructional delivery methods and course offerings, in order to meet institutionally recognized enrollment goals.
<b>Budget Impact and Budgetary Considerations</b>	Not meeting stated enrollment goals adversely affects the institutions operating and planned budget. Potential budgetary impacts should be considered in program and course offerings as well as course scheduling.
<b>Accreditation, Federal, State, Audit and Other Reporting Requirements</b>	<b>Accreditation – All Standards</b> <b>State Reporting:</b> OCCURS data submission submitted timely and error free.
<b>Documentation and Process for Measure Data</b>	<i>Success Indicator: 1–</i> Student FTE Reports (1A Overview; 1B Program) Reports <i>Documentation Posted:</i>

	<p>Mission Fulfillment and Success Indicators webpage at: <a href="http://www.socc.edu/ie/pgs/success-indicators/index.shtml">http://www.socc.edu/ie/pgs/success-indicators/index.shtml</a></p> <p><b><i>Data References:</i></b> OCCURS data extraction of the course data elements Tableau Workbook: IR Course Data Set</p>	<p>Exhibit # 8 C 1 Date September 26, 2011</p>
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# Southwestern Oregon Community College

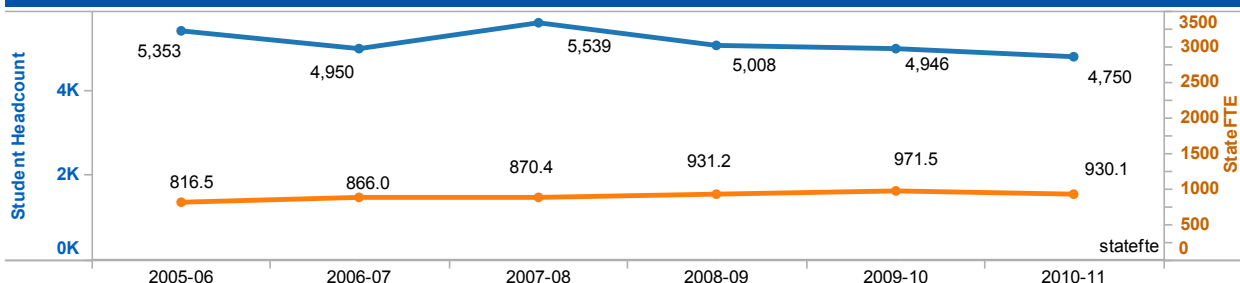
## Success Indicator 1A: Student FTE Report

### Spring 2011

Exhibit # 8 C 1  
Date September 26, 2011

#### College Overview

#### FTE and Enrollment



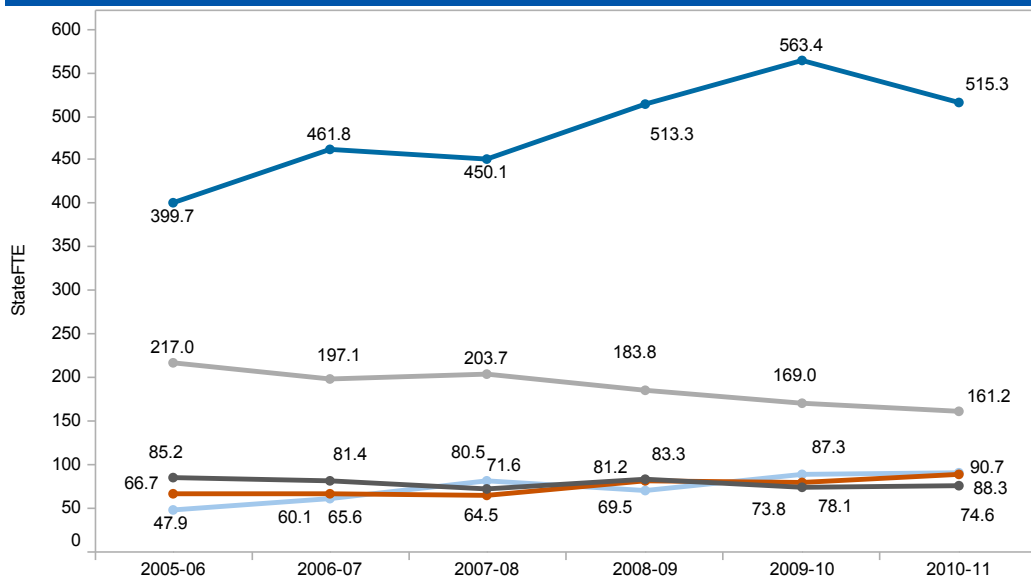
#### FTE by Residency

	2010-11
AK	12.64
AR	0.47
AZ	0.60
CA	25.99
CO	0.45
CT	0.11
DE	0.06
FL	0.60
GA	1.04
HI	4.29
IA	0.26
ID	4.74
IL	1.07
IN	0.62
KS	0.53
LA	0.06
MA	0.06
MD	0.06
ME	0.13
MI	0.82
MN	0.81
MO	0.47
MS	0.06
MT	6.19
NC	0.13
ND	0.39
NJ	0.39
NM	0.52
NV	10.07
NY	0.37
OC	1.47
OH	0.90
OK	0.71
OR	821.05
PA	0.88
SC	0.06
TN	0.19
TX	2.11
UT	1.42
VA	0.64
WA	17.31
WI	0.13
WV	0.19
WY	0.53
Undisclosed	8.53
<b>Grand Total</b>	<b>930.13</b>

#### FTE by Ethnicity

		2005-06	2006-07	2007-08	2008-09	2009-10	2010-11
American Indian/Alaska Native	Sum of FTE	14.4	15.2	17.6	29.6	28.1	20.9
	Percent of FTE	1.76%	1.75%	2.02%	3.18%	2.89%	2.25%
Asian	Sum of FTE	32.8	32.6	36.9	39.8	40.0	36.8
	Percent of FTE	4.02%	3.77%	4.24%	4.28%	4.12%	3.96%
Black or African American	Sum of FTE	15.0	18.7	20.7	20.1	13.1	9.2
	Percent of FTE	1.84%	2.16%	2.37%	2.16%	1.35%	0.99%
Foreign Student	Sum of FTE	9.0	8.0	9.8	8.8	3.1	3.7
	Percent of FTE	1.10%	0.93%	1.13%	0.95%	0.32%	0.39%
Hispanic	Sum of FTE	32.6	27.7	30.9	47.8	58.0	59.5
	Percent of FTE	3.99%	3.20%	3.55%	5.13%	5.97%	6.40%
White	Sum of FTE	515.0	560.1	556.0	634.8	650.7	541.0
	Percent of FTE	63.08%	64.67%	63.88%	68.17%	66.98%	58.16%
Undisclosed	Sum of FTE	197.7	203.7	198.6	150.2	178.5	259.0
	Percent of FTE	24.21%	23.52%	22.81%	16.13%	18.37%	27.84%
<b>Grand Total</b>	Sum of FTE	816.5	866.0	870.4	931.2	971.5	930.1
	Percent of FTE	100.00%	100.00%	100.00%	100.00%	100.00%	100.00%

#### FTE by Enrollment Status



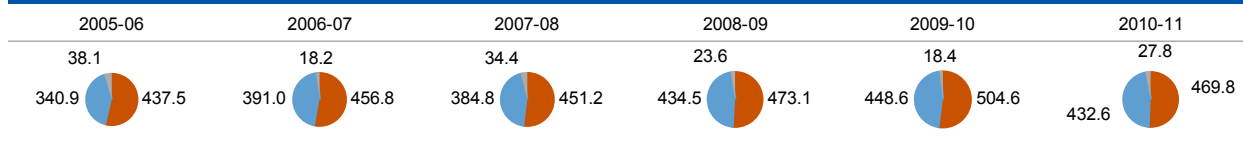
#### Enrollment Status

- Full-Time
- Three-Quarter time
- Half-time
- Less-than-half time
- Non Credit

#### Gender

- Female
- Male
- Undisclosed

#### FTE by Gender





# Southwestern Oregon Community College

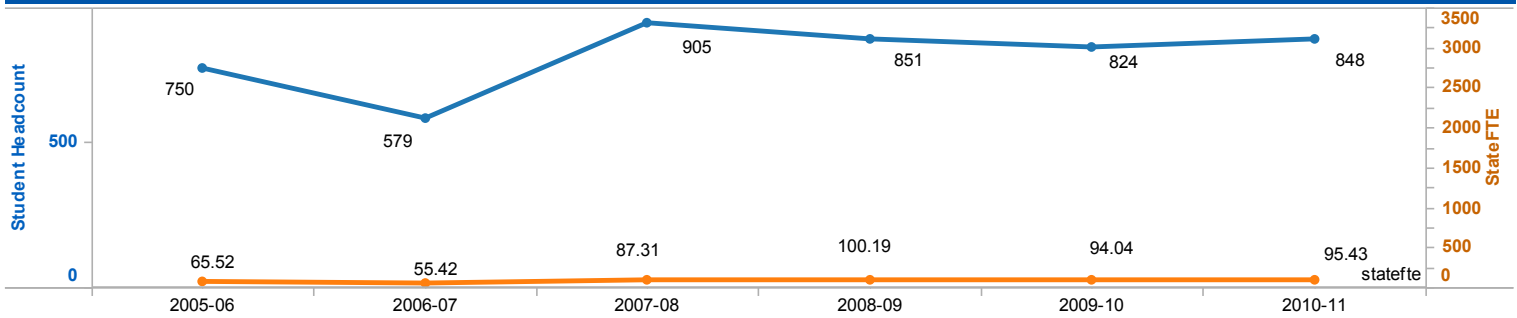
## MA 1A: Student FTE Report

### Spring 2011

Exhibit # 8 C 1  
Date September 26, 2011

#### Curry County Residents

#### FTE and Enrollment



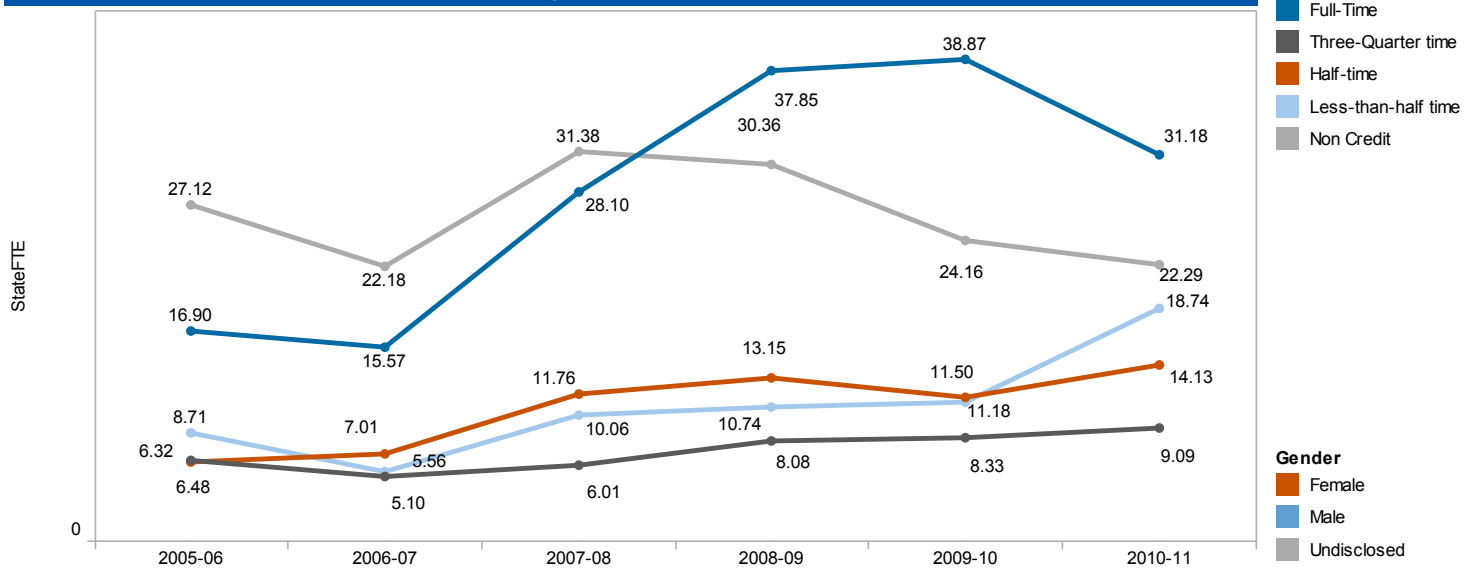
#### FTE by Ethnicity

		2005-06	2006-07	2007-08	2008-09	2009-10	2010-11
American Indian/Alaska Native	Sum of FTE	0.5	0.5	0.7	1.5	1.3	1.4
	Percent of FTE	0.82%	0.89%	0.81%	1.46%	1.37%	1.49%
Asian	Sum of FTE	1.0	1.5	3.4	5.4	3.7	3.5
	Percent of FTE	1.58%	2.67%	3.86%	5.36%	3.95%	3.65%
Black or African American	Sum of FTE				0.7	0.2	0.4
	Percent of FTE				0.68%	0.24%	0.43%
Hispanic	Sum of FTE	4.7	1.3	4.0	4.4	4.0	8.1
	Percent of FTE	7.11%	2.29%	4.60%	4.35%	4.29%	8.50%
White	Sum of FTE	35.2	32.0	48.9	60.6	61.4	59.1
	Percent of FTE	53.73%	57.74%	56.04%	60.51%	65.26%	61.91%
Undisclosed	Sum of FTE	24.1	20.2	30.3	27.7	23.4	22.9
	Percent of FTE	36.77%	36.41%	34.68%	27.64%	24.90%	24.03%
<b>Grand Total</b>	Sum of FTE	65.5	55.4	87.3	100.2	94.0	95.4
	Percent of FTE	100.00%	100.00%	100.00%	100.00%	100.00%	100.00%

#### FTE by Residency

	2010-11
AZ	0.01
CA	0.45
OR	94.63
PA	0.06
TX	0.02
Undisclosed	0.26
<b>Grand Total</b>	95.43

#### FTE by Enrollment Status



#### FTE by Gender





Southwestern Oregon Community College  
Success Indicator 1B: Student FTE Report by Program Area  
2010-11

College Overview							
FTE by Program Area							
		2005-06	2006-07	2007-08	2008-09	2009-10	2010-11
Associate of Applied Science	Sum of FTE	173.07	190.33	173.99	228.78	226.17	212.38
	Percent of FTE	21.20%	21.98%	19.99%	24.57%	23.28%	22.83%
Associate of Arts	Sum of FTE	257.72	278.08	309.92	320.40	358.60	343.56
	Percent of FTE	31.56%	32.11%	35.61%	34.41%	36.91%	36.94%
Associate General Studies	Sum of FTE	18.00	13.10	15.91	18.97	29.21	18.39
	Percent of FTE	2.20%	1.51%	1.83%	2.04%	3.01%	1.98%
Associate Science	Sum of FTE	47.93	48.16	42.07	50.74	48.12	51.24
	Percent of FTE	5.87%	5.56%	4.83%	5.45%	4.95%	5.51%
Apprenticeship	Sum of FTE	0.33	0.22	0.09	0.56		
	Percent of FTE	0.04%	0.02%	0.01%	0.06%		
Intend to Transfer	Sum of FTE	24.87	25.05	21.04	16.76	14.53	12.98
	Percent of FTE	3.05%	2.89%	2.42%	1.80%	1.50%	1.40%
One Year Certificates	Sum of FTE	18.53	17.64	29.18	21.02	23.81	28.34
	Percent of FTE	2.27%	2.04%	3.35%	2.26%	2.45%	3.05%
Less Than One Year Certificates	Sum of FTE					0.41	
	Percent of FTE					0.04%	
Pathway Certificates	Sum of FTE					0.75	1.66
	Percent of FTE					0.08%	0.18%
Short Term Training Opportunities	Sum of FTE	1.38	3.76	1.54	2.99	1.72	1.56
	Percent of FTE	0.17%	0.43%	0.18%	0.32%	0.18%	0.17%
ABE GED ALO AHSD	Sum of FTE	43.21	39.41	40.46	40.25	40.63	38.04
	Percent of FTE	5.29%	4.55%	4.65%	4.32%	4.18%	4.09%
Lifelong Learning	Sum of FTE	230.89	249.89	234.15	229.91	226.09	221.61
	Percent of FTE	28.28%	28.86%	26.90%	24.69%	23.27%	23.83%
Dual Credit	Sum of FTE	0.57	0.39	2.03	0.82	1.49	0.38
	Percent of FTE	0.07%	0.05%	0.23%	0.09%	0.15%	0.04%
Grand Total	Sum of FTE	816.51	866.02	870.39	931.22	971.54	930.13
	Percent of FTE	100.00%	100.00%	100.00%	100.00%	100.00%	100.00%



**Southwestern Oregon Community College**  
**Success Indicator 1B: Student FTE Report by Program Area**  
**Spring 2011**

Curry Residents							
FTE by Program Area							
		2005-06	2006-07	2007-08	2008-09	2009-10	2010-11
Associate of Applied Science	Sum of FTE	8.86	4.57	10.84	15.32	15.00	12.03
	Percent of FTE	13.52%	8.25%	12.41%	15.29%	15.95%	12.60%
Associate of Arts	Sum of FTE	12.84	15.04	20.75	28.20	25.02	31.65
	Percent of FTE	19.60%	27.14%	23.76%	28.15%	26.61%	33.17%
Associate General Studies	Sum of FTE	0.99	0.88	0.47	0.42	1.01	0.68
	Percent of FTE	1.51%	1.60%	0.54%	0.42%	1.07%	0.71%
Associate Science	Sum of FTE	2.62	1.86	1.54	2.77	2.37	1.72
	Percent of FTE	4.00%	3.35%	1.77%	2.77%	2.52%	1.80%
Apprenticeship	Sum of FTE		0.22	0.08			
	Percent of FTE		0.39%	0.09%			
Intend to Transfer	Sum of FTE	0.21	0.77	0.70	0.75	0.97	0.79
	Percent of FTE	0.33%	1.40%	0.80%	0.75%	1.03%	0.83%
One Year Certificates	Sum of FTE	2.45	1.15	1.79	2.52	2.09	2.06
	Percent of FTE	3.74%	2.07%	2.05%	2.51%	2.23%	2.16%
Less Than One Year Certificates	Sum of FTE					0.13	
	Percent of FTE					0.14%	
Short Term Training Opportunities	Sum of FTE			0.02		0.17	0.30
	Percent of FTE			0.02%		0.18%	0.31%
ABE GED ALO AHSD	Sum of FTE	1.04	0.82	1.38	1.73	0.30	1.07
	Percent of FTE	1.59%	1.49%	1.58%	1.73%	0.32%	1.12%
Lifelong Learning	Sum of FTE	36.51	30.10	49.05	48.47	46.11	45.14
	Percent of FTE	55.72%	54.32%	56.18%	48.38%	49.04%	47.30%
Dual Credit	Sum of FTE			0.69		0.86	
	Percent of FTE			0.79%		0.92%	
<b>Grand Total</b>	Sum of FTE	65.52	55.42	87.31	100.19	94.04	95.43
	Percent of FTE	100.00%	100.00%	100.00%	100.00%	100.00%	100.00%



**SOUTHWESTERN**  
Oregon Community College

Theme: ***Students First!***

Vision: *Southwestern Leads and Inspires Lifelong Learning*

Exhibit # 8 C 1

Date September 26, 2011

**Success Indicator 1**  
**Student FTE Reports**  
**2010-11**

**Presented By:**

Tom Nicholls, *Executive Director Enrollment Management*

**Date Presented:**

September 2011, Board of Education Meeting

<b>Purpose and Meaning</b>	Monitor fluctuations and be aware of changes in FTE credit by students or groups as FTE is basis for State funding and revenue generation.			
<b>Targets</b>	Percentage increase over prior year by location and demographic status - increase by 3%	2010-11	2011-12	2012-13
	All FTE	3427	3530	3636
	Reimbursable FTE	3352	3452	3556
	Full-time FTE	2031	2092	2125
	Part-time FTE	788	812	836
	Program Area FTE (1B) – increase by program	3%	3%	3%
<b>Core Theme and Objective</b>	<b>Access:</b> Access to multiple learning opportunities			
<b>Southwestern Strategic Plan Goal</b>	<b>Goal 1:</b> Ensure access to diverse learning opportunities.			
<b>Achievement Overview and Analysis</b>	All FTE 3390 – not achieved Reimbursable FTE 3330 – not achieved Full-time FTE 1926 – not achieved Part-time FTE 820 – achieved  Program Area FTE (1B) not achieved  Overall FTE saw a slight increase (53) from 2009-10 to 2010-11. Decreases were seen in FTE generated by full-time student enrollment. Program wise the largest decreases were in the AAS, AA, and AGS, with the exception of Curry which saw an increase in FTE in AA programs. The decrease in full-time FTE was offset by a slight increase in FTE generated by part-time students. Overall there was a slight increase in FTE generated by the Hispanic segment of our student population.			
<b>Reporting Unit Goals</b>	<b>Enrollment Management:</b> Increase enrollment and FTE			
<b>Unit Objectives</b>	<b>Admissions:</b> Support the Strategic Plan goal of increasing enrollment and FTE by 3% per year.			
<b>Planned Accomplishments Institutional Level Reporting Unit Level Unit Level</b>	<b>Enrollment Management:</b> Provide support for program recruitment and retention Continuous Improvement – Planned Accomplishments: In collaboration with program and instructional administrators, continue to analyze credit and non-credit student enrollments and make recommendations for new programming, alternative instructional delivery methods and course offerings, in order to meet institutionally recognized			

	<p>enrollment goals.</p> <p>Exhibit # 8 C 1 Date September 26, 2011</p>
<b>Budget Impact and Budgetary Considerations</b>	Not meeting stated enrollment goals adversely affects the institutions operating and planned budget. Potential budgetary impacts should be considered in program and course offerings as well as course scheduling.
<b>Accreditation, Federal, State, Audit and Other Reporting Requirements</b>	<p><b>Accreditation – All Standards</b></p> <p><b>State Reporting:</b> OCCURS data submission submitted timely and error free.</p>
<b>Documentation and Process for Measure Data</b>	<p><b>Success Indicator: 1</b>– Student FTE Reports (1A Overview; 1B Program) Reports</p> <p><b>Documentation Posted:</b></p> <p>Mission Fulfillment and Success Indicators webpage at:  <a href="http://www.socc.edu/ie/pgs/success-indicators/index.shtml">http://www.socc.edu/ie/pgs/success-indicators/index.shtml</a></p> <p><b>Data References:</b></p> <p>OCCURS data extraction of the course data elements</p> <p>Tableau Workbook: IR Course Data Set</p>



# Southwestern Oregon Community College

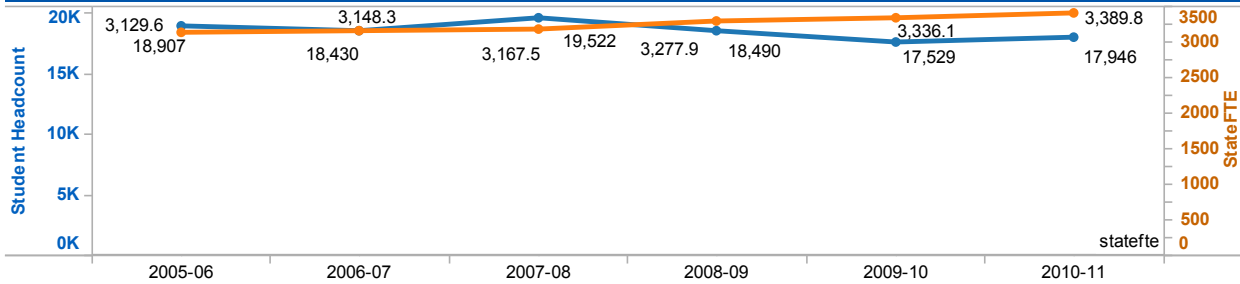
## Success Indicator 1A: Student FTE Report

### 2010-11

Exhibit # 8 C 1  
Date September 26, 2011

#### College Overview

#### FTE and Enrollment



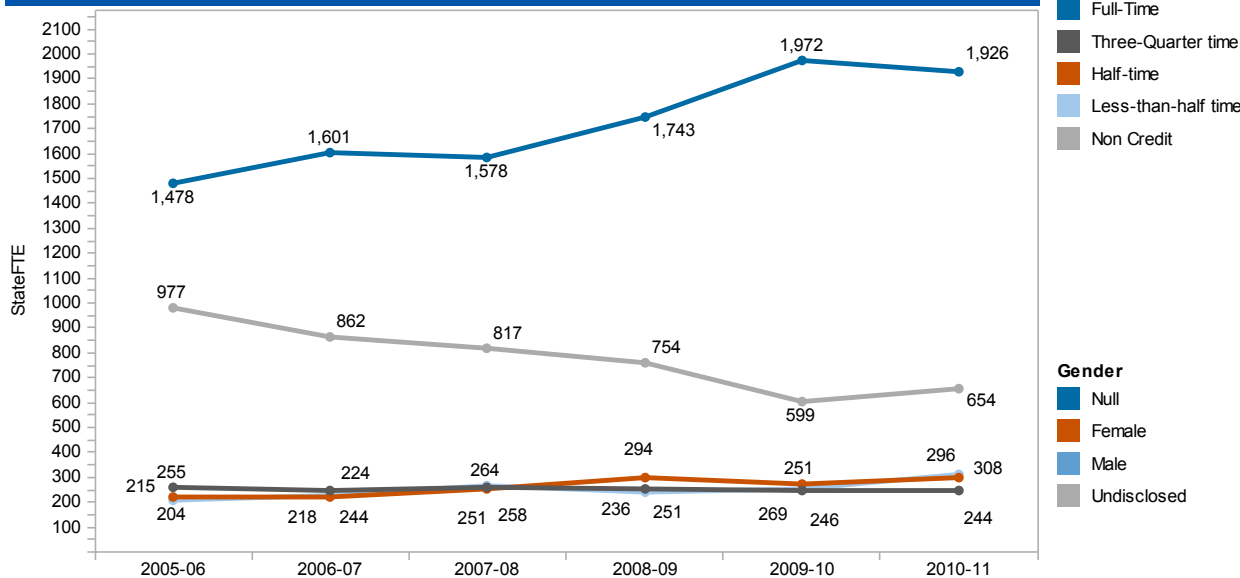
#### FTE by Residency

	2010-11
AK	44.80
AL	0.34
AR	1.81
AZ	2.22
CA	98.76
CO	3.79
CT	0.78
DE	0.06
FL	3.94
GA	3.89
HI	20.42
IA	0.51
ID	24.95
IL	5.13
IN	0.69
KS	2.18
LA	0.46
MA	0.50
MD	0.39
ME	0.13
MI	2.21
MN	3.88
MO	1.29
MS	0.21
MT	24.67
NC	1.46
ND	0.41
NE	0.06
NJ	1.16
NM	3.37
NV	44.91
NY	3.31
OC	4.85
OH	3.14
OK	1.69
OR	2,982.26
PA	1.51
SC	0.44
SD	0.16
TN	0.81
TX	7.32
UT	6.41
VA	2.13
WA	75.65
WI	0.44
WV	0.19
WY	3.70
Undisclosed	34.34
AP	0.06
<b>Grand Total</b>	<b>3,427.80</b>

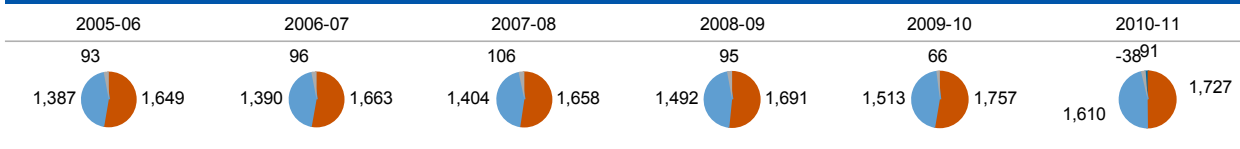
#### FTE by Ethnicity

		2005-06	2006-07	2007-08	2008-09	2009-10	2010-11
American Indian/Alaska Native	Sum of FTE	52	57	59	101	95	83
	Percent of FTE	1.66%	1.80%	1.88%	3.09%	2.85%	2.45%
Asian	Sum of FTE	120	120	131	143	141	136
	Percent of FTE	3.84%	3.80%	4.15%	4.36%	4.23%	4.01%
Black or African American	Sum of FTE	53	58	73	72	48	35
	Percent of FTE	1.71%	1.85%	2.29%	2.20%	1.44%	1.03%
Foreign Student	Sum of FTE	30	29	36	31	9	18
	Percent of FTE	0.97%	0.93%	1.13%	0.94%	0.27%	0.53%
Hispanic	Sum of FTE	115	120	114	157	192	209
	Percent of FTE	3.68%	3.82%	3.59%	4.78%	5.74%	6.18%
White	Sum of FTE	1,951	2,006	2,034	2,201	2,273	2,012
	Percent of FTE	62.33%	63.71%	64.23%	67.15%	68.14%	59.35%
Undisclosed	Sum of FTE	808	758	720	573	578	935
	Percent of FTE	25.81%	24.08%	22.73%	17.48%	17.32%	27.58%
Null	Sum of FTE						-38
	Percent of FTE						-1.12%
<b>Grand Total</b>	Sum of FTE	3,130	3,148	3,168	3,278	3,336	3,390
	Percent of FTE	100.00%	100.00%	100.00%	100.00%	100.00%	100.00%

#### FTE by Enrollment Status



#### FTE by Gender





# Southwestern Oregon Community College

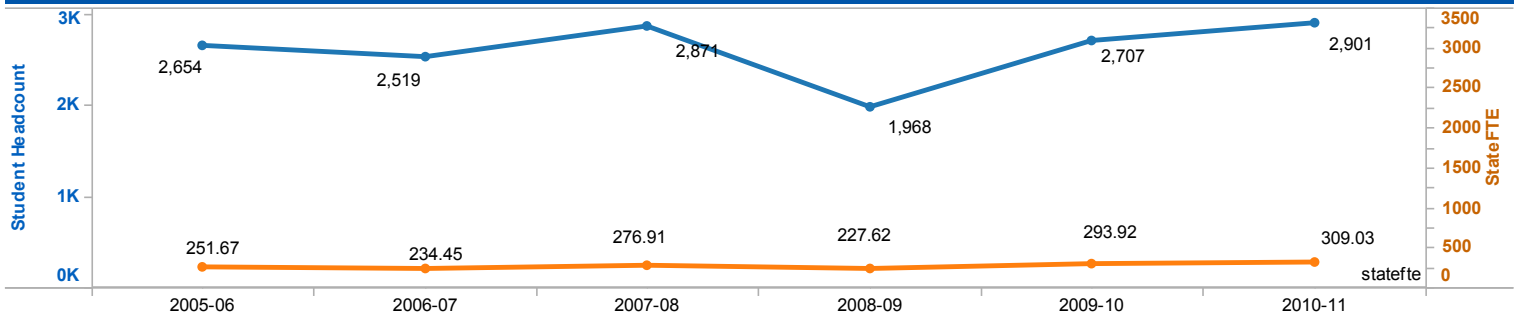
## MA 1A: Student FTE Report

### Winter Term

Exhibit # 8 C 1  
Date September 26, 2011

#### Curry County Residents

#### FTE and Enrollment



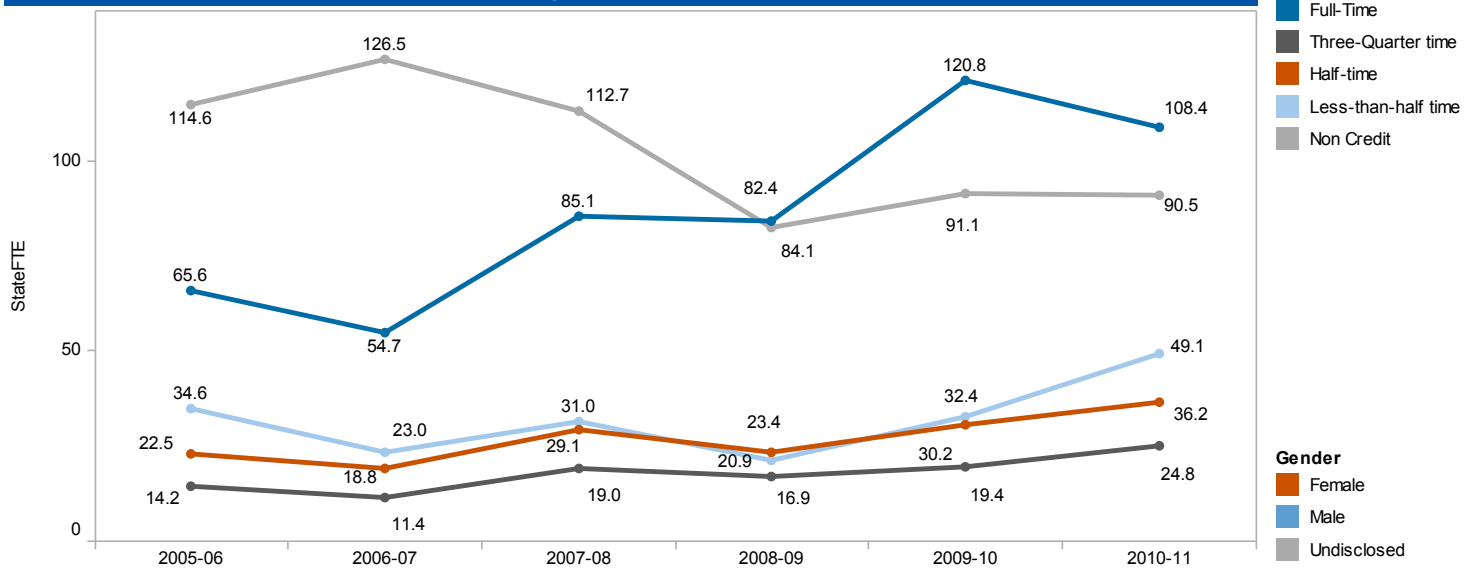
#### FTE by Ethnicity

		2005-06	2006-07	2007-08	2008-09	2009-10	2010-11
American Indian/Alaska Native	Sum of FTE	2.0	1.4	2.5	3.0	2.6	4.6
	Percent of FTE	0.79%	0.61%	0.92%	1.30%	0.90%	1.47%
Asian	Sum of FTE	3.9	3.9	10.5	13.8	12.8	10.9
	Percent of FTE	1.56%	1.65%	3.80%	6.06%	4.36%	3.53%
Black or African American	Sum of FTE	0.1	0.1	0.1	0.1	0.1	0.1
	Percent of FTE	0.03%	0.03%	0.03%	0.03%	0.03%	0.03%
Hispanic	Sum of FTE	14.6	7.3	10.0	8.6	14.1	23.1
	Percent of FTE	5.81%	3.12%	3.61%	3.80%	4.81%	7.47%
White	Sum of FTE	136.7	126.1	160.5	134.5	187.5	189.9
	Percent of FTE	54.31%	53.78%	57.95%	59.07%	63.80%	61.45%
Undisclosed	Sum of FTE	94.5	95.7	93.4	66.5	76.5	78.9
	Percent of FTE	37.54%	40.82%	33.73%	29.20%	26.03%	25.53%
<b>Grand Total</b>	Sum of FTE	251.7	234.4	276.9	227.6	293.9	309.0
	Percent of FTE	100.00%	100.00%	100.00%	100.00%	100.00%	100.00%

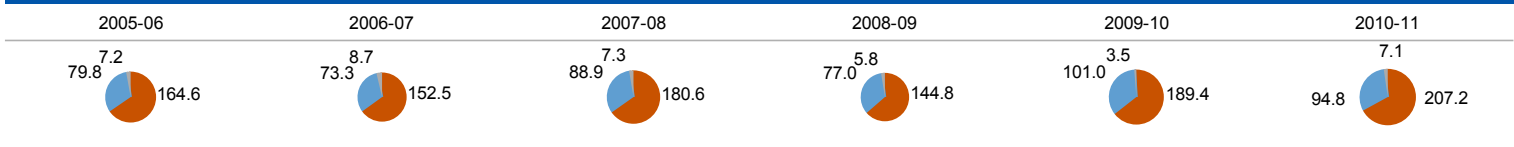
#### FTE by Residency

	2010-11
AZ	0.08
CA	0.79
CO	0.06
GA	0.02
OH	0.04
OR	305.48
PA	0.06
TX	0.04
WA	0.02
Undisclosed	2.43
<b>Grand Total</b>	309.03

#### FTE by Enrollment Status



#### FTE by Gender





Southwestern Oregon Community College  
Success Indicator 1B: Student FTE Report by Program Area  
2010-11

College Overview							
FTE by Program Area							
		2005-06	2006-07	2007-08	2008-09	2009-10	2010-11
Associate of Applied Science	Sum of FTE	625.37	660.98	664.83	814.11	883.92	813.83
	Percent of FTE	19.98%	21.00%	20.99%	24.84%	26.50%	24.01%
Associate of Arts	Sum of FTE	962.24	1,014.32	1,082.40	1,107.12	1,206.34	1,263.39
	Percent of FTE	30.75%	32.22%	34.17%	33.78%	36.16%	37.27%
Associate General Studies	Sum of FTE	68.39	56.67	52.70	59.92	95.54	72.33
	Percent of FTE	2.19%	1.80%	1.66%	1.83%	2.86%	2.13%
Associate Science	Sum of FTE	174.13	174.21	162.98	177.29	165.74	184.59
	Percent of FTE	5.56%	5.53%	5.15%	5.41%	4.97%	5.45%
Apprenticeship	Sum of FTE	1.52	0.49	0.66	2.07		
	Percent of FTE	0.05%	0.02%	0.02%	0.06%		
Intend to Transfer	Sum of FTE	94.02	99.15	79.45	60.30	50.31	50.44
	Percent of FTE	3.00%	3.15%	2.51%	1.84%	1.51%	1.49%
One Year Certificates	Sum of FTE	71.76	70.96	89.54	80.05	86.13	90.93
	Percent of FTE	2.29%	2.25%	2.83%	2.44%	2.58%	2.68%
Less Than One Year Certificates	Sum of FTE					1.71	0.07
	Percent of FTE					0.05%	0.00%
Pathway Certificates	Sum of FTE					2.86	3.12
	Percent of FTE					0.09%	0.09%
Short Term Training Opportunities	Sum of FTE	8.00	11.78	8.92	8.82	7.08	3.30
	Percent of FTE	0.26%	0.37%	0.28%	0.27%	0.21%	0.10%
ABE GED ALO AHSD	Sum of FTE	196.55	149.04	143.62	155.54	137.89	138.22
	Percent of FTE	6.28%	4.73%	4.53%	4.75%	4.13%	4.08%
Lifelong Learning	Sum of FTE	925.47	909.00	876.06	807.93	692.67	805.90
	Percent of FTE	29.57%	28.87%	27.66%	24.65%	20.76%	23.77%
Null	Sum of FTE						-38.00
	Percent of FTE						-1.12%
Dual Credit	Sum of FTE	2.18	1.66	6.37	4.75	5.89	1.67
	Percent of FTE	0.07%	0.05%	0.20%	0.14%	0.18%	0.05%
<b>Grand Total</b>	Sum of FTE	3,129.64	3,148.27	3,167.51	3,277.91	3,336.07	3,389.80
	Percent of FTE	100.00%	100.00%	100.00%	100.00%	100.00%	100.00%



**Southwestern Oregon Community College**  
**Success Indicator 1B: Student FTE Report by Program Area**  
**2010-11**

Curry Residents							
FTE by Program Area							
		2005-06	2006-07	2007-08	2008-09	2009-10	2010-11
Associate of Applied Science	Sum of FTE	29.41	18.29	40.29	37.89	53.14	39.29
	Percent of FTE	11.69%	7.80%	14.55%	16.65%	18.08%	12.71%
Associate of Arts	Sum of FTE	43.92	50.38	59.93	66.74	80.66	106.36
	Percent of FTE	17.45%	21.49%	21.64%	29.32%	27.44%	34.42%
Associate General Studies	Sum of FTE	4.26	1.40	2.54	0.96	4.49	3.16
	Percent of FTE	1.69%	0.60%	0.92%	0.42%	1.53%	1.02%
Associate Science	Sum of FTE	10.66	9.19	7.38	7.34	9.29	5.09
	Percent of FTE	4.24%	3.92%	2.66%	3.23%	3.16%	1.65%
Apprenticeship	Sum of FTE	0.07	0.22	0.65	0.07		
	Percent of FTE	0.03%	0.09%	0.24%	0.03%		
Intend to Transfer	Sum of FTE	1.44	3.01	2.61	1.66	2.80	2.16
	Percent of FTE	0.57%	1.28%	0.94%	0.73%	0.95%	0.70%
One Year Certificates	Sum of FTE	10.23	4.60	4.79	5.03	8.26	6.33
	Percent of FTE	4.06%	1.96%	1.73%	2.21%	2.81%	2.05%
Less Than One Year Certificates	Sum of FTE					0.80	
	Percent of FTE					0.27%	
Pathway Certificates	Sum of FTE						0.28
	Percent of FTE						0.09%
Short Term Training Opportunities	Sum of FTE		0.07	0.09		0.46	0.61
	Percent of FTE		0.03%	0.03%		0.16%	0.20%
ABE GED ALO AHSD	Sum of FTE	4.63	4.55	2.94	3.12	2.08	3.32
	Percent of FTE	1.84%	1.94%	1.06%	1.37%	0.71%	1.07%
Lifelong Learning	Sum of FTE	147.06	142.75	153.14	104.80	129.47	141.91
	Percent of FTE	58.43%	60.89%	55.31%	46.04%	44.05%	45.92%
Dual Credit	Sum of FTE			2.54		2.47	0.52
	Percent of FTE			0.92%		0.84%	0.17%
<b>Grand Total</b>	Sum of FTE	251.67	234.45	276.91	227.62	293.92	309.03
	Percent of FTE	100.00%	100.00%	100.00%	100.00%	100.00%	100.00%

**SOUTHWESTERN OREGON COMMUNITY COLLEGE  
AGREEMENT**

**By and Between the  
BOARD OF EDUCATION OF SOUTHWESTERN OREGON  
COMMUNITY COLLEGE DISTRICT**

**and the**

**SOUTHWESTERN OREGON COMMUNITY COLLEGE  
FEDERATION OF TEACHERS**

**July 1, 2009 through June 30, 2012**

**SOUTHWESTERN OREGON COMMUNITY COLLEGE  
AGREEMENT  
By and Between the  
BOARD OF EDUCATION OF SOUTHWESTERN OREGON  
COMMUNITY COLLEGE DISTRICT  
and the  
SOUTHWESTERN OREGON COMMUNITY COLLEGE  
FEDERATION OF TEACHERS**

This Agreement is by and between the Board of Education of Southwestern Oregon Community College District, hereinafter called the "Employer," and the Southwestern Oregon Community College Federation of Teachers, hereinafter called the "Federation." The term "Employer" used hereinafter shall mean the Board of Education or its lawful delegated representatives.

**ARTICLE 1 - RECOGNITION**

- 1.1 The Employer recognizes the Federation as the exclusive bargaining representative only for College faculty, with tenured, tenure track, visiting and adjunct appointments and who work more than fifty percent (50%) on ten (10)-month, eleven (11)-month, or twelve (12)- month annual contracts. Employees excluded from this Agreement shall include, but are not limited to managers, confidential, supervisory, administrative employees, (including non-instructional specialists), classified employees, and all other employees.
- 1.2 Disputes regarding the appropriateness of the unit shall be handled consistent with applicable state statute and Employment Relations Board rules.

**ARTICLE 2 – DEFINITIONS AND TYPES OF APPOINTMENTS**

- 2.1 Appointment Year: Normally, faculty members shall be appointed on the academic year (fall, winter and spring) basis. Under certain circumstances, such as grants, contracts, or enterprise fund programs, faculty may also be appointed on a grant's fiscal year, the college's fiscal year, or other basis for purposes of annual contracts.
- 2.2 Fiscal Year: The College's fiscal year shall run consecutively from July 1 through June 30. Grant, contract, and enterprise program fiscal years may differ from the college's fiscal year.
- 2.3 Partial Year Appointments: Normally, faculty shall not be hired for less than one full appointment year. In certain circumstances, such as leave replacement, appointments for less than one year may be made. Appointments of less than one year shall not count toward years of service for the purpose of tenure, evaluation-related increases or sabbatical eligibility, nor shall a partial year adjunct appointment count toward the four-year eligibility limitation for adjunct contracts set forth in 2.10A.

- 2.4 Faculty or Faculty member: The word faculty or faculty member as used in this Agreement shall mean an individual covered by this Agreement as set forth in 1.1.
- 2.5 Academic Year: The academic year shall consist of four academic terms beginning with the fall term and ending with the summer term and follow the instructional calendar of the College.
- 2.6 Types of Appointments: Faculty members shall be given one of four types of annual contracts or appointments: (1) tenure track, (2) tenured, (3) visiting or (4) adjunct.
- 2.7 Tenure Track Appointments: A tenure track appointment shall be given in all cases other than those in which a visiting or adjunct appointment is deemed appropriate. A tenure track appointment is probationary until tenure is granted in accordance with the terms of this Agreement, Article 15, Probationary Period and Tenure.
- A. It is agreed that full-time faculty positions will normally be tenure track positions. It is further agreed that circumstances may exist that make a visiting or adjunct appointment a more appropriate choice. These circumstances will be limited to such cases where a program is temporary or experimental in nature; the position is for two years or less, is advertised as such, and will not be renewed as an on-going position; because unforeseeable time constraints made a national, or regional if appropriate, search impossible or impractical and the hire is deemed an emergency hire.
- B. Visiting and adjunct full-time faculty positions combined shall not normally exceed twenty percent (20%) of all types of full-time faculty appointments, except in cases such as explained in 2.7A.
- 2.8 Tenured Appointments: A tenure track faculty member who has successfully completed his or her probationary period and has been granted tenure by the Board of Education shall receive a tenured appointment.
- 2.9 Visiting Appointments:
- A. A visiting appointment may be given in the following cases:
1. To fill a temporary vacancy in a tenured or tenure track position for one academic or fiscal year.
  2. To fill a position in a temporary program for two years or less.
  3. To fill a position that is grant, enterprise or contract-funded. During an appointment year, a faculty member in a grant, enterprise or contract-funded visiting position shall not be assigned to a position that will replace a faculty member with a regular appointment, temporary vacancy visiting appointment, or temporary program visiting appointment, nor shall the faculty member be assigned to a position for which he/she is not qualified in accordance with Article 10.

- B. Privileges of a Visiting Appointment: A faculty member with a visiting appointment will be entitled to all privileges available to a faculty member on a regular appointment with the exception of those provisions regarding tenure in Article 15, Probationary Period and Tenure or any other provision in the Agreement that specifically addresses visiting appointments.
- C. Years of Service for Visiting Appointments: If a faculty member with a visiting appointment is given a regular appointment, and the faculty member has been evaluated each year in accordance with Article 16, Evaluation, and the assignment is similar, all consecutive years of service with a visiting appointment shall be retroactively counted towards tenure, sabbatical leave, or any other term or condition of employment with a longevity requirement.

2.10 Adjunct Appointment: A faculty member who receives an Adjunct Faculty Contract is considered to have an adjunct appointment. Faculty with an adjunct appointment shall be placed on the 15-step salary scale in accordance with Article 10, and paid eighty percent (80%) of the full salary

- A. Adjunct faculty positions shall not normally be used in new programs or for the replacement of tenured or tenure-track positions in programs that do not have other tenured or tenure-track faculty in them. Adjunct appointments may be used to fill vacancies in positions where no other tenured or tenure-track faculty exist in cases where it is not prudent or practical to fill the vacancy via a national search due to time constraints or due to other unforeseen circumstances.
- B. Privileges and Limitations of an Adjunct Appointment: Faculty on adjunct appointments shall not be granted tenure. An adjunct faculty member will receive a one-year adjunct faculty contract for three or four consecutive terms. Adjunct faculty are limited to four (4) years of adjunct faculty employment.
- C. Years of Service for Adjunct Appointments: In the event a probationary tenure track faculty member has held at least two (2) years of adjunct faculty appointments prior to receiving a tenure track appointment, the employer may apply up to a maximum of fifty percent (50%) of the adjunct years of service toward tenure, but shall apply at least one year of service toward tenure when three or more consecutive adjunct years have been served and evaluations have been conducted in accordance with Article 16 of this Agreement. The decision to apply adjunct years of service toward tenure shall not be subject to the grievance procedure unless the grievance relates to only an arbitrary or discriminatory application of adjunct years of service toward tenure.

2.11 Moving from a Visiting Appointment to Tenure Track Appointment or an Adjunct Appointment to a Tenure Track or Visiting Appointment:

- A. Faculty members originally hired into visiting or adjunct positions shall not be eligible to move into a tenure track appointment unless they apply for and are the

successful candidate in a national, or regional if appropriate, recruitment effort. Upon the faculty member's original selection for a visiting or adjunct position resulting from a national recruitment effort, the Dean of Instruction shall indicate on the original step placement form for the visiting or adjunct faculty member the eligibility of that faculty member to move to a Tenure Track position based on the provisions of this Section of the Agreement. This Section in no way limits an adjunct or visiting faculty member's right to apply for tenure track positions.

- B. Visiting positions created under the exceptions to 2.7 that are not grant, contract, or enterprise-funded shall be eliminated after a maximum of two years' time or shall become tenure track positions for any successive years. In such cases a national, or regional if appropriate, recruitment effort will be undertaken to fill the tenure track position. If the visiting incumbent is deemed to not be a suitable candidate for the tenure track position, the incumbent may be discharged, without cause, at the conclusion of his or her contract. If the visiting incumbent is not discharged, he or she shall be deemed at least minimally qualified for the tenure track position and, upon request, shall be included in the applicant pool for the tenure track position, using his or her original application materials if requested and complete, and shall be offered an interview for the position. This Section shall in no way be construed as a promise of continued employment for the visiting incumbent.
- C. The purpose of this Section is to allow qualified incumbents filling temporary, short-term, or experimental positions the opportunity to receive consideration for the position when it is made a tenure track position without having to complete a new application and compete for an interview when their qualification for the position has been established by their incumbency in the temporary, short-term, or experimental position. This Section shall in no way be construed as a promise of continued employment for the visiting incumbent.

2.12 Accredited Institution: For the purposes of this Agreement, accredited institution shall mean an institution accredited by a federally-recognized accreditor or an institution approved by the State of Oregon Office of Degree Authorization.

2.13 Employer: For the purposes of this Agreement, Employer shall mean the College Board of Education or its administrative designee. Where specifically referenced as providing information to or from the Employer, Employer shall mean the Dean of Instruction, Dean of Administrative Services, or Director of Human Resources, as appropriate.

### **ARTICLE 3 – NON-DISCRIMINATION**

3.1 Non Discrimination: In accordance with Oregon law, the Employer and the Federation agree not to discriminate against faculty members or applicants for faculty positions because of their membership or non-membership in the Federation or because of other rights granted to employees under the Public Employees Collective Bargaining Act.

- 3.2 Faculty Rights: The Employer and the Federation agree to comply with state and federal laws regarding discrimination on the basis of race, color, creed, national origin, sex, sexual orientation, political activities, affiliations, or beliefs, religion, marital status or other protected status in accordance with applicable law.

#### **ARTICLE 4 – FEDERATION ACTIVITIES AND RIGHTS**

- 4.1 Union Membership or Fair Share: During the term of this Agreement, all faculty members covered by this Agreement shall, within the first week of the month following thirty (30) calendar days of employment or the effective date of this Agreement, whichever is later, become a member of the Federation or pay a fair share fee to the Federation for collective bargaining and contract administration services rendered by the Federation as a representative of the Employer's faculty members covered by this Agreement. At the request of the College, the Federation shall make available to the College a list of the faculty members covered by this Agreement who are not members of the Federation and an affidavit, which specifies the amount of the fair share fee. The amount of the fair share fee shall not include any contribution related to political activities, the election or support of any candidate, any member-only benefit and/or other activities not directly related to collective bargaining and contract administration services rendered by the Federation as a representative of the Employer's faculty members covered by this Agreement. The fair share fee shall be uniform for each for each faculty member subject to the obligation to pay a fair share fee and shall not exceed established regular monthly Federation membership dues. The Federation may change the fixed uniform dollar amount that will be considered the regular monthly fair share fee once each calendar year during the term of this Agreement. However, the Federation shall give the College thirty (30) days advance notice of any modification in the amount of the fair share fee.
- 4.2 Federation Responsibility: The Federation agrees to assume full responsibility to insure full compliance with Federal and state law with respect to the fair share fee payers.
- 4.3 Payroll Deduction: Prior to the last working day of the first calendar month of the faculty member's employment, but not more than thirty (30) days after the date of employment, the employee is required to provide Human Resources with a completed Authorization for Dues Withholding. The Employer agrees to deduct the regular Federation membership dues once each month from the pay of those employees who individually request, in writing, that such deductions be made. In lieu of Federation membership dues, the Employer agrees to deduct a fair share fee once each month from the pay of those employees who individually request, in writing, that such fair share deductions be made each month consistent with Federal and State law as well as this Article. The amounts to be deducted shall be certified to the Employer by the Treasurer of the Federation. Failure on the part of the faculty member to submit written authorization for membership dues or fair share fees in a timely manner shall result in the Employer deducting fair share fees. Federation membership or fair share dues shall be deducted for twelve (12) calendar months, regardless of the 10-, 11-, or 12-month status of a faculty member's appointment.

- 4.4 Remittance to Federation: The aggregate deductions for membership dues and fair share fees shall be remitted together with an itemized statement to the Treasurer of the Federation by the 10<sup>th</sup> day of the succeeding month after such deductions are made.
- 4.5 Religious Objections: The Federation and the Employer agree to the rights of non association of any employee, based upon bona fide religious tenets or teachings of a church or religious body of which such a faculty employee is a member. The faculty employee shall file a written objection to the fair share payments to the Federation. The faculty employee shall instruct the Employer to contribute an amount equal to the fair share payment to a non-religious charitable organization, provided the non-religious charitable organization is mutually agreeable to the Employer and the Federation.
- 4.6 Voluntary Committee on Political Education (hereinafter referred to as C.O.P.E. Payroll Deductions): The Employer and the Federation agree that upon written request on a form provided by the Federation, members of the Federation may have voluntary C.O.P.E. contributions deducted from their paychecks. The amount will be forwarded to the Federation with regular dues and fair share deduction, with the C.O.P.E. amount so specified.
- 4.7 Indemnification: The Federation agrees to indemnify the Employer and hold it harmless against any and all suits, claims, demands and liability for damages or penalties that shall arise out of or by reason of any action that shall be taken by the Employer for the purpose of complying with the foregoing provisions of this section provided such action has been authorized by the faculty member and such authorization has not been rescinded.
- 4.8 Use of College Facilities: The Federation and its members shall have the right to use the College facilities for meetings without charge, provided that such use shall not interfere with nor interrupt normal College operations, nor shall cause increased operational costs to the College, and that arrangement for such use shall be made in accordance with established procedures. The Federation shall pay for the use of the facilities that involves increased operational costs, including but not limited to additional custodial and maintenance services, technical support or use of specialized facilities' equipment such as sound and audio-visual systems in the Performing Arts Center.
- 4.9 Federation Business: Duly authorized representatives of the Federation shall be permitted to transact official Federation business on the College campus.
- 4.10 Use of Equipment: The Federation shall have the right to use College equipment, including but not limited to typewriters, personal computers, web publishing and internet connections, duplicating equipment, calculating machines and all types of audio-visual equipment, without costs, when such equipment is not otherwise in use for business purposes, provided no additional cost to the College is incurred. The Federation shall also have the right to use College materials and supplies incidental to such use of equipment at cost.

- 4.11 Federation Communications: The Federation shall have the right to use faculty bulletin boards for posting notices of its activities and shall have the use of other channels of communication on campus, including but not limited to the College newsletter and faculty mailboxes, and/or electronic mail and web publishing for communications with faculty members. All mass distributions shall clearly indicate the Federation as the distributor of the material and comply with the Employer's communication policies, including any revisions to these policies, provided these policies do not violate the specific terms of this Agreement.
- 4.12 College Systems and Equipment: All Employer electronic and telephonic communications systems or other business equipment are the property of the Employer, and are to be used solely for job-related purposes, except as otherwise expressly set forth in this Agreement. The use of these systems or business equipment shall be consistent with the Employer's business interests. The Employer reserves the right to monitor, retrieve, and/or take possession of such systems or equipment, including but not limited to internet usage history and printing, reading, listening to and/or viewing all resident data on College equipment, in accordance with the Employer's communications policies, including any revisions to these policies, provided these policies do not violate the specific terms of this Agreement. Any monitoring, retrieving, and/or taking possession of such systems or equipment shall be done in the presence of a member of the Federation Executive Council, provided they are readily available. In the event a Federation Executive Council member is not readily available, then in the presence of a public safety employee, provided they are readily available. In event a public safety employee is not readily available, then in the presence of an uninvolved witness selected by the Employer. Prior to retrieving and/or taking possession of any such systems or equipment, the Employer shall immediately notify the Federation office of such action including the names of the witnesses selected by the Employer. For the purpose of this Section, notifying shall include telephoning a Federation officer at the designated phone number that has been previously provided to the Employer in writing and leaving a voicemail message.
- 4.13 Board of Education/District Budget Committee Meetings: The Federation shall be entitled to an ex-officio position at all Board of Education meetings and District Budget Committee meetings, and shall be allowed to enter any items on any agenda and shall be allowed to speak on any question on any agenda in accordance with Board policy.
- 4.14 Copy of Agreement: The Employer shall furnish to each member of the bargaining unit now employed or hereinafter employed a copy of this Agreement. Such printing shall be done on the college campus.
- 4.15 Information Furnished to Federation: The Federation shall be furnished agendas, minutes and study materials at the same time and in the same form as those furnished the Board of Education except for that information which, in its current stage of discussion, must be considered confidential to prevent public embarrassment to an individual, individuals or the College, or in accordance with Oregon State law. The College President's letter of transmittal shall not be included in the material furnished to the Federation.

- 4.16 Public Information: Public information of the College shall be made available to the Federation upon request. Such requests shall be made sufficiently in advance to allow for their assembly and will not involve unreasonable costs or staff time.
- 4.17 List of Bargaining Unit Members: The Employer, upon request, shall furnish the Federation with an up-to-date listing of the names and addresses of all members of the unit.
- 4.18 Federation Business During Work Time: The faculty shall not conduct Federation business on the Employer's work time except as expressly set forth below:
- A. Federation/Employer meetings as set forth in 6.2 shall be scheduled at times mutually agreed upon by the Federation and the Employer. Time spent by the grievant, a representative designated by the Federation, and/or members of committees designated by the Employer to attend such meetings shall result in no loss of pay if the meetings occur during normal business hours, and shall require no additional compensation directly from the Employer if beyond normal business hours.
  - B. Collective bargaining between the Employer and the Federation Negotiations Committee shall be scheduled at times mutually agreed upon by the Federation and the Employer during normal business hours, provided that it does not unnecessarily interfere with classroom instruction or other professional duties. Bargaining during agreed upon times by Federation Negotiating Committee members shall not result in a loss of pay, nor shall the Federation Negotiating Committee members receive any additional compensation directly from the Employer if the meetings are conducted outside of normal business hours.

## **ARTICLE 5 – ACADEMIC FREEDOM AND RESPONSIBILITY**

- 5.1 In General: Employer and Federation subscribe to the following statements on academic freedom of the American Association of University Professors and the American Library Association.
- 5.2 Academic Freedom: The purpose of this statement is to promote public understanding and support of academic freedom and agreement upon procedures to assure them in colleges and universities. Institutions of higher education are conducted for the common good and not to further the interest of either the individual teacher or the institution as a whole. The common good depends upon the free search for truth and its free exposition. Academic freedom is essential to these purposes and applies to both teaching and research. Freedom in research is fundamental to the advancement of truth. Academic freedom in its teaching aspect is fundamental for the protection of the rights of the teacher in teaching and of the student in freedom in learning. It carries with it duties correlative with rights.

- A. The teacher is entitled to full freedom in research and in the publication of the results, subject to the adequate performance of his/her other academic duties, but research for pecuniary return should be based upon an understanding with the authorities of the institution.
- B. The teacher is entitled to freedom in the classroom in discussing the subject, but he/she should be careful not to introduce into his/her teaching controversial matter which has no relation to his/her subject.
- C. The college or university teacher is a citizen, a member of a learned profession and an officer of an educational institution. When he/she speaks or writes as a citizen, he/she should be free from institutional censorship or discipline, but his/her special position in the community imposes special obligations. As a person of learning and an educational officer, he/she should remember that the public may judge his/her profession and his/her institution by his/her utterances. Hence, he/she should at all times attempt to be accurate, should exercise appropriate restraint, should show respect for the opinions of others and should make every effort to indicate that he/she is not an institutional spokesman.

5.3 Council of the American Library Association Policies: The Council of the American Library Association reaffirms its belief in the following basic policies which should govern the services of all libraries:

- A. As a responsibility of library service, books and other library materials selected should be chosen for values of interest, information and enlightenment of all the people of the community. In no case should library materials be excluded because of the race or nationality or the social, political or religious views of the authors.
- B. Libraries should provide books and other materials presenting all points of view concerning the problems and issues of our times; no library materials should be proscribed or removed from libraries because of partisan or doctrinal disapproval.
- C. Censorship should be challenged by libraries in the maintenance of their responsibility to provide public information and enlightenment.
- D. Libraries should cooperate with all persons and groups concerned with resisting abridgement of free expression and free access to ideas.
- E. The rights of an individual to the use of a library should not be denied or abridged because of age, race, religion, national origin or social or political views.

## **ARTICLE 6 – JOINT EMPLOYER/FEDERATION RELATIONS**

- 6.1 Individual Contracts: No individual contract of employment shall be entered into which is inconsistent with this Agreement. Reference to this Agreement will be incorporated into any individual contract.
- 6.2 Federation/Employer Meetings: The Employer agrees that its representatives shall meet with representatives of the Federation per Article 1.3, for the policies, procedures, and proposed plans that impact faculty working environment and welfare. These meetings will be scheduled once a month with any additional meetings determined by the committee. The representatives of the employer shall provide an agenda; if the faculty federation has discussion items, they will submit them 48 hours in advance. These Federation/Employer meetings shall not be a process for the parties to re-negotiate the provisions of this Agreement. These meetings shall not be used as part of the grievance process. Neither party shall have any control over the selection of the representation of the other party. It is agreed that neither party shall have more than four (4) representatives at such meetings. It is further agreed that nothing in this Section shall be construed to obligate either party to modify, limit, restrict, or reduce their rights or prerogatives as outlined elsewhere in this Agreement.
- 6.3 The Faculty Federation Representatives include the members of the Executive Board of the Faculty Federation or a team designated by the Faculty Federation Executive Board. A minimum of two such members are required to be present in order for them to act as Representatives of the Faculty Federation.

When a meeting between the Federation and the college Administration is needed, the Federation President is the initial contact who will respond within 24 hours to arrange the meeting. If the Federation President is unavailable for 24 hours, the Federation Vice President or designee is the next contact person.

## **ARTICLE 7 - MANAGEMENT RIGHTS**

- 7.1 Management Rights: The Federation recognizes the right of the Employer to direct and manage the affairs of the District. As the Employer in this Agreement, the Southwestern Oregon Community College Board of Education and its agents retain all authority, rights, functions and powers not specifically abridged, deleted or modified by this Agreement or by statute.
- 7.2 Organization: Nothing in this Article shall alter the rights of either party outlined in Article 1 of this Agreement nor preclude the Board of Education from modifying the organization structure if it determines such modification to be in the best interest of the institution.
- 7.3 Specific Management Rights: The Employer retains and reserves to itself all rights, powers, authority, duties and responsibilities conferred upon or vested in it by law, including but not limited to the right to:

- A. Determine and revise the purpose, mission, objectives and policies and procedures of the College.
- B. Determine the management and administrative organization of the College and the selection of faculty members for administrative and supervisory positions.
- C. Determine the type and location of facilities and equipment, including the establishment of new facilities and the closure or relocation of existing facilities.
- D. Manage the affairs of the College to maintain order and efficiency and to determine the methods, means, procedures and personnel required to conduct College programs.
- E. Establish and revise the College calendar.
- F. Administer the personnel system of the College, including but not limited to the recruitment, screening, selection, appointment, evaluation, training, retention, promotion, assignment, transfer, discipline, supervision, demotion and discharge of faculty members.
- G. Direct, supervise, schedule and assign the work force, including but not limited to determining the place of work, the number of faculty members, the allocation and assignment of work to faculty members, and creating and revising position descriptions.
- H. Establish standards and criteria for job performance.
- I. Create, combine, modify or eliminate any faculty member's job.

7.4 Exercise of Rights: The exercise by the Employer of the powers, rights, authority, duties and responsibilities in 7.3 and the adoption of policies, rules, procedures, regulations and practices in furtherance thereof and the use of judgment and discretion in connection therewith shall be limited only by the specific terms of this Agreement including all authority rights, functions and powers not specifically abridged, deleted or modified by the Agreement, and applicable law.

7.5 College Rules and Regulations: All faculty members shall comply with rules and regulations, which are not inconsistent with this Agreement, which from time to time may be promulgated or revised by the Employer.

7.6 College Policies: The Employer reserves the right to review its policies referenced in this Collective Bargaining Agreement without negotiations with the Federation.

## **ARTICLE 8 - COLLEGE GOVERNANCE**

- 8.1 It is agreed that the Constitution of Southwestern Oregon Community College General Faculty and Faculty Senate, the Faculty Senate itself and its committees shall remain in existence for the duration of this Agreement. The application of the Constitution and the operation of the Faculty Senate and its committees shall all be consistent with the terms of this Agreement and Oregon statute. It is agreed by the parties that the Senate and its committees shall in no way interfere with or abridge the rights and obligations of the parties to each other resulting from recognition agreed to between the Federation and Employer in this Agreement.

## **ARTICLE 9 - TERMS OF SERVICE**

- 9.1 Days of Service: Faculty members with 10-month contracts shall be required to work 173 days of service during fall, winter and spring terms of the academic year in accordance with the instructional calendar. Members with 11 month contracts shall be required to work 193 days of service and members with 12-month contracts shall be required to work 248 days of service.

For the purposes of this Section, a day shall mean a full working day, present and available on the work site for all scheduled activities as defined in Article 20, Sick Leave and Article 22.2(C) Personal Leave.

- 9.2 Special Circumstances: In special circumstances, the President may recommend to the Board ten-month faculty contracts for a comparable period of service within the fiscal year. Under certain circumstances, such as for the replacement of a faculty member on an approved, extended leave, a short-term contract may be given in accordance with Article 2.3 of this Agreement.
- 9.3 Remainder of Year Employment: Nothing shall prevent a faculty member employed on an academic year basis from being employed during the remainder of a fiscal year, in the summer sessions, or in other service.
- 9.4 Appointment Contract: The terms and conditions of every appointment, whether tenured, tenure track, visiting or adjunct, shall be stated or confirmed in writing, and a copy of the appointment document will be supplied to the faculty member concerned. Any subsequent extensions or modifications of an appointment, and any special understandings, or any notice incumbent upon either party to provide, will be stated or confirmed in writing and a copy will be given to the faculty member concerned.
- 9.5 Termination of Appointment: A faculty member may terminate his/her appointment effective at the end of the academic or fiscal year provided that he/she gives notice in writing at the earliest possible opportunity, but no later than thirty (30) days after receiving notification of the terms of appointment for the next academic or fiscal year. The faculty member may properly request a waiver of this requirement of notice in case

of hardship or in a situation where he/she would otherwise be denied substantial professional advancement or other opportunity.

- 9.6 Notification of Intent to Return: By January 15 of each academic year, tenured or tenure track faculty members must notify the College in writing of their intent to return or not to return for the following academic year. Failure to so notify the College by the above date after a reasonable request by the employer shall terminate that faculty member's employment status and the employer may immediately declare that position vacant for the following year. Prior to January 15<sup>th</sup>, and prior to declaring any position vacant pursuant to this Section, the Employer agrees to provide the Federation with a list of names of faculty members who have not provided notification of their intent to return.

## **ARTICLE 10 - CRITERIA FOR INITIAL PLACEMENT**

- 10.1 Introduction: It is the function of the Board and the Administration of Southwestern Oregon Community College to establish and administer initial salary placement of faculty. The Federation bargaining team, by way of negotiating the provisions of this Article, shall act as a committee for reviewing procedures for appointment of faculty. The Dean of Instruction shall be responsible for determining the initial salary placement of all faculty covered by this Agreement in accordance with the criteria set forth in this Agreement.
- 10.2 Maintenance of Salary: Nothing in this Article shall be interpreted in such a way as to reduce the salary of any faculty member employed at the time of adoption of this Agreement.
- 10.3 Qualifications for Initial Placement:
- A. The qualifications in a job announcement shall specify the teaching field(s). Initial placement on the salary schedule is dependent on the degree and the relevant experience in the teaching field.
  - B. The placement criteria are guidelines for initial placement. However, in cases of special need or for special qualifications, the Employer reserves the right to determine the initial salary placement of a faculty member at any step on the salary schedule. Original salary placement shall be documented on an "original step placement form" and filed in the faculty member's personnel file.
  - C. A Master's degree in the instructional area of the teaching assignment or a related field is required for faculty teaching courses with transfer credit and for faculty employed as Librarians and Counselors.
  - D. Although a Master's degree is preferred, only a Bachelor's degree is required for faculty when:

1. Teaching professional technical courses, post-secondary remedial credit and/or Developmental Education courses, provided they have three (3) years of significant work experience. For the purpose of this Section, professional technical courses shall mean those courses designated in the approved course outline with a reimbursement code of 21 or 22 (as designated for reimbursement from the Oregon Department of Education for Vocational Preparation and/or Vocational Supplemental courses); or
  2. Only a Bachelor's degree is required by the State of Oregon and/or other accrediting bodies.
  3. Faculty members employed as of January 28, 2003 who are teaching professional technical courses, post-secondary remedial credit and/or Developmental Education courses and have at least a Master's degree, shall not have their salary reduced by the adoption of this Section.
- E. It is agreed that for technical programs for which academic degrees are not the standard determining factor for mastery in the field, such as culinary arts, an equivalency of industry-recognized credentials or certification may be used for determining initial placement in lieu of academic degrees as listed under 10.4B.
- F. A faculty member with a visiting appointment which is grant or contract funded shall not teach on-campus courses that are usually taught by faculty with tenured or tenure track appointments, or be used in any way to replace or displace a faculty member with a tenured or tenure track appointment.
- G. All degrees used for salary schedule placement shall be from accredited institutions.
- H. An official transcript listing the last degree conferred must be on file with Human Resources for every faculty member covered by this Agreement. All new faculty members must provide an official transcript to Human Resources upon hire. All current faculty members who currently do not have an official transcript on file in their personnel file shall be required to provide an official transcript within forty-five (45) days of request from Human Resources.

#### 10.4 Initial Salary Schedule Placement:

- A. Criteria for initial step placement based on Degree:
1. Doctorate in the instructional area of the teaching assignment - **Step 5**
  2. Doctorate in an area other than the instructional area of the teaching assignment - **Step 4**
  3. Masters in the instructional area of the teaching assignment - **Step 3**
  4. Masters in an area other than the Instructional area of the teaching assignment - **Step 2**
  5. Bachelors Degree - **Step 1**

B. Culinary Arts Certification in lieu of Academic Degrees

C.M.C.- Certified Master Chef	Step 3
C.E.C.- Certified Executive Chef	Step 2
C.C.E.- Certified Culinary Educator	Step 2
C.C.C.- Certified Chef de Cuisine	Step 1

C. Criteria for Additional Step Placement for Relevant Experience:

1. Experience should reflect the prevailing needs of the instructional area.
2. Placement at the time of employment beyond the initial step placement shall not exceed three (3) steps above the level set forth in 10.4.A. Initial placement for Faculty shall not be above step eight (8) on the faculty salary schedule.

a. Teaching experience

1. One (1) step for each year of full-time Community College or University teaching.
2. One (1) step for each full-time equivalent year of part-time teaching at Southwestern Oregon Community College.
3. One (1) step for every two (2) full-time equivalent years of part-time teaching at any other community college or university.
4. One (1) step for every two years of full-time teaching at the high school level.
5. One (1) step for every two (1) full-time equivalent years of graduate teaching.

b. Experience Outside of Education

1. One (1) step for each two (2) years of relevant work experience.

10.5 Teaching in a Field Outside of Regular Assignment: Ordinarily, the employer shall not require a faculty member to teach in a field outside of their regular assignment when the faculty member has fewer than twenty-four (24) graduate hours in that field. For the purpose of this Section, the following shall apply:

A. Graduate hours shall be from accredited institutions.

B. "Hours" as used in this Agreement shall be interpreted as term or quarter hours. Semester hours shall be calculated as 3/2 term hours.

C. Graduate hours shall be defined as credit hours granted from:

1. Courses listed as graduate courses by the institution.

2. Advanced courses which have been counted as part of a graduate degree program.
3. Advanced courses for which graduate credit is granted when the course is completed by a student with graduate standing.

## **ARTICLE 11 – COMPENSATION**

### **11.1 Salary Schedule:**

- A. Ten-Month Tenured, Tenure Track, and Visiting Faculty: The minimum salaries for Tenured, Tenure Track, and Visiting Faculty on a ten-month contract are set forth in Appendix A.
- B. Eleven- and/or Twelve-Month Tenured, Tenure Track, and Visiting Faculty: For Tenured, Tenure Track, and Visiting Faculty on an eleven- or twelve-month contract their salary shall be adjusted as follows:
  1. Eleven-month contracts: Add 11% to base figure minimum salaries set forth in Appendix A by multiplying the base figure by 1.11.
  2. Twelve-month contracts: Add 22% to minimum salaries set forth in Appendix A by multiplying the base figure by 1.22.
- C. Adjunct Faculty on Ten-, Eleven-, or Twelve-Month Contract: The minimum salary for Adjunct Faculty on a ten-, eleven-, or twelve-month contract will be eighty percent (80%) of the salary of a tenured, tenure track, and/or visiting faculty member on a ten-, eleven-, or twelve-month contract as set forth above in 11.1 A and B.

### **11.2 Tenure and/or Positive Administrative Evaluation Adjustments:**

- A. Eligibility: In addition to the minimum salaries set forth in Appendix A, during the life of this Agreement, tenured, tenure track, and/or visiting faculty members are eligible to receive a salary adjustment as set forth in this Section. Adjunct faculty are not eligible to receive tenure and/or positive administrative evaluation adjustments. Visiting faculty are not eligible to receive tenure adjustments.
- B. Eligible faculty members shall receive pay increases according to the following formula:

All Faculty members will be granted one (1) yearly step increase except in the case of a negative evaluation. If a faculty member receives a negative evaluation he or she will remain at his or her current step and an evaluation will be scheduled for the following academic year. If the subsequent evaluation is positive, the faculty member is eligible for a step increase per Section 11.2(C). Probationary Faculty members are evaluated annually, tenured Faculty members are evaluated every three (3) years.

- C. Effective Date: Pay increases as set forth in this section shall be effective on the first day of the appointment year immediately following the academic year in which the evaluation was conducted.

### 11.3 Transition to 2010-2011 Salary Schedule

- A. Faculty members who are presently paid above Step 19 on the Salary Schedule will be placed at Step 19 red-circled by maintaining their current salary level for the duration of this Agreement.
- B. Effective September 1, 2010, faculty members will be placed at the step nearest their current salary. The placement will only be to a higher level. As part of the initial placement on the Salary Schedule attached hereto as Appendix A, each faculty member will receive at least a \$500.00 yearly increase. For those who do not realize a \$500.00 increase in salary through the placement on the Salary Schedule, the faculty member will be placed at an additional step.
- C. Except for probationary tenure track faculty and adjunct and visiting faculty in their first and second year, all tenure, visiting, and adjunct faculty who receive a positive evaluation in academic year 2010-2011 will receive a onetime stipend of \$1,000.00 when the positive evaluation is complete.
- D. Faculty members who in academic year 2010-2011 who receive a positive tenure evaluation and are granted tenure will receive an additional step at the beginning of 2011-2012 contract. This is a one time adjustment to base salary to take into account the transition from a 3 year evaluation/raise cycle to an annual step cycle.

### 11.4 Contribution to PERS: Faculty members shall contribute to the Public Employees Retirement System (PERS) in compliance with PERS rules.

### 11.5 Reduction in Revenues: Compared to the prior fiscal year, should a five percent (5%) or more reduction occur in the Employer's subsequent years' General Fund revenues, the Employer reserves the sole and exclusive right to open this Agreement for the purpose of renegotiating the applicable salary schedules, Article 11, Compensation, and the Employer's health and welfare contributions set forth in Article 19, Insurance Coverage. In the event the Employer opens this Agreement for renegotiations, it shall notify the Federation in writing of its intention to open and renegotiate the above provisions. The Employer and the Federation shall agree to meet as soon as practical to negotiate replacement sections to this Agreement. Upon the Employer submitting such written notice to the Federation, faculty members shall continue to be paid in accordance with the then current salary schedule until replacement provisions have been negotiated or the Employer implements replacement sections in accordance with the Public Sector Bargaining Act.

- 11.6 Salary Equity: The Employer recognizes the value and commitment of the faculty to Southwestern Oregon Community College. It is the desire of the Employer that SWOCC Faculty be paid fairly and comparably to similarly situated community colleges in the state.

## **ARTICLE 12 – WORKLOAD**

- 12.1 Workload Credits: Faculty workload is based on a combination of teaching and service to the institution. A model that optimizes the faculty member's effectiveness should comprise approximately 80% (45 work load credits) teaching and 20% other institutional duties such as advising, mentoring, coaching, or other non-teaching activities. It is understood that individual faculty assignments may vary in complexity, intensity, and time commitments, and therefore it is further understood that no specific formula will encompass all of the various combinations of teaching and non-teaching assignments. However, it is agreed that faculty teaching/release time workload shall be based on forty-five (45) workload credits per academic year but distributed relatively evenly over three (3) terms (fall, winter and spring) as a full load. Eleven- and twelve-month faculty workload shall be calculated on a proportionate basis to equal forty-five (45) workload credits for three (3) terms.
- 12.2 Credit for Teaching Assignments: One (1) weekly hour of lecture teaching per term will count as one (1) workload credit towards the forty-five (45) workload credits. An hour of lecture/lab teaching will count as .75 workload credits. An hour of lab teaching will count as .60 workload credits. Approved course outlines on file in the Office of Instruction shall be the determinant for the number of lecture, lecture/lab, and/or lab hours for courses. In the event lecture, lecture/lab or lab courses are taught by more than one faculty member, each faculty member will only be credited with workload credits for the portion of the course they actually teach.
- A. On-Line and Distance Education Assignments: Full-time faculty members are encouraged to teach via traditional and non-traditional delivery methods. Workload credit for on-line and distance education courses shall be assigned in accordance with 12.2 of this Agreement and is subject to Section 12.11, Overload. A full-time faculty member shall not receive more than seven (7) workload credits for on-line or distance education courses in any one academic quarter.
- B. Exception to Workload Credit for On-Line and Distance Education Assignments: Upon mutual agreement between the faculty member and the Dean of Instruction, a faculty member covered by this Agreement may enter into a written agreement forfeiting workload credit assignment for on-line or distance education courses. In the event a forfeiture agreement is made, the faculty member shall receive no workload credit for teaching the on-line or distance education course(s) but shall instead be paid a stipend in accordance with the Distance and Community Education program's established payment schedule. The written agreement must be approved by the Dean of Instruction before the last day of the month prior to the month in which the faculty member would normally receive initial payment of a stipend. A copy of the signed agreement will be filed in the faculty member's

personnel file. A faculty member's agreement to receive a stipend in lieu of workload credit shall constitute forfeiture of any workload assignment for the on-line or distance education course(s) specified in the written agreement.

12.3 Credit for Non-Teaching Assignments: One (1) hour of counseling, library/learning resource assignment, reading lab, writing lab, math lab, or study center assignment shall count as .43 workload credits. Workload for advising, program coordination, coaching, nursing clinical planning, field trips and other non-teaching assignments shall be calculated as described in the sections below.

12.4 Credit for Field Trips: Workload calculation for field trips shall be calculated on the following schedule:

1 credit field trip no overnight responsibilities	0.73 credits
1 credit field trip with overnight responsibilities	1.46 credits
2 credit field trip no overnight responsibilities	1.46 credits
2 credit field trip with overnight responsibilities	2.19 credits

12.5 Committee Work: Faculty Senate committee work is considered an integral part of a full-time faculty position. Workload credit shall not normally be assigned for serving on committees and committee work shall be done in addition to the 45 workload credit assignment. However, a faculty member who believes his or her committee assignment justifies workload credit may be assigned committee work as part of their normal load pursuant to Article 12.9 if the Dean of Instruction deems such assignment appropriate. Adjunct faculty members shall not be assigned to serve on committees. However, Adjunct faculty shall be permitted to attend committee meetings and participate in committee work, but shall not receive release time or workload credit for such participation.

12.6 Credit for Nursing Clinical Planning: Full-time nursing faculty members covered by this Agreement shall receive one (1) workload credit per term for academic and clinical planning.

12.7 Credit for Coaching: The following workload credit shall be granted for coaching assignments:

Basketball, Men's	3 credits each	Fall	Winter
Basketball, Women's	3 credits each	Fall	Winter
Baseball	3 credits each	Winter	Spring
Cheer/Dance	3 credits each	Fall	Winter
Coed Cross Country	3 credits each	Fall	Winter
Coed Golf	3 credits each	Fall	Winter
Soccer, Men's	3 credits each	Fall	Winter
Soccer, Women's	3 credits each	Fall	Winter
Softball	3 credits each	Winter	Spring
Track, Coed	3 credits each	Winter	Spring
Volleyball, Women's	3 credits each	Fall	Winter

Wrestling, Men's

3 credits each Fall Winter

Faculty members covered by this Agreement who coach sports that begin in the summer or prior to Fall term, provided such time period does not fall under contracted days pursuant to Article 9, Terms of Service, may receive a stipend based on the faculty member's daily rate, calculated using the annual salary the faculty member will receive for the following appointment year. The number of days worked will be determined by the Director of Athletics and the Vice President of Administrative Services. Coaches working during contracted vacation time will be paid a stipend or contract adjustment as determined by the Director of Athletics and the Vice President of Administrative Services. Release terms may be substituted (i.e. Winter for Spring) upon agreement of the coach and management.

12.8 Credit for Program Coordination/Direction: Between one (1) and seven and a half (7½) workload credits may be granted for coordinating or directing an instructional program, as determined by the appropriate manager and approved by the Dean of Instruction. The amount of workload credit granted shall be based on the amount of time and responsibility required for coordinating or directing the program. Adjunct faculty members shall not be assigned coordination or director duties.

12.9 Credit for Other Institutional Duties: It is understood that there is some degree of expectation that faculty members will provide service to the institution for which workload credit is not assigned.

- (a) Keeping current on one's major field of study
- (b) Grading assignments
- (c) Developing or maintaining a faculty or program webpage
- (d) Improving on teaching methods
- (e) Improving on retention and/or recruitment of students

All might be considered reasonable expectations of service to the institution. Additionally, however, it is understood that providing additional service to the institution may require a significant time and resource commitment that deserves to be compensated in the form of workload credit. Examples of such service might include:

- (a) Developing new programs or courses
- (b) Departmental assessment activities
- (c) Organizing campus events
- (d) Developing new methods or programs for recruitment or retention

This list is not intended to be an inclusive list, but rather a list that demonstrates the variety of institutional service and duties that might warrant workload credit.

Division Directors shall work with each faculty member to compute workload credit, if any, to be assigned for other service to the institution. Service to be considered for workload assignment shall be based on the previous year's report of yearly service

described in Article 16, Evaluation, and a forecast of anticipated service to the institution planned for the coming year. Changes to workload from the previous year shall result in an adjustment of workload credit. Approval of workload credit for service to the institution other than teaching, field trips, advising, coaching, nursing clinical planning, program coordination and/or direction shall require approval of the Dean of Instruction.

- 12.10 Credit for Advising: Tenured, tenure track and visiting faculty members shall normally be assigned student advisees. Advisee assignments of more than one (1) advisee, but not more than twenty-five (25) advisees shall be considered part of the full-time faculty member's normal duties. No additional workload credit shall be granted for advising 25 or less advisees. However, should a faculty member be assigned more than 25 advisees, the following schedule shall determine the amount of workload credit assigned per year.

# of Advisees	Workload Credit per year
0-25	0
26-32	1
33-39	2
40-45	3

No more than forty-five (45) advisees shall be assigned to an individual faculty member in any quarter.

- 12.11 Assignment of Advisees: Consistent with Article 12.10, the VP of Instruction shall determine the number of advisees assigned to each faculty member. Faculty members may be assigned to advise in instructional areas other than their major teaching field(s). Advisee assignments shall be based on the needs of the College and some faculty members may not be assigned advisees. Tenured, tenure track and visiting faculty members not assigned to advise shall be assigned an additional three (3) total workload credits per year for teaching or other service to the college. Advisee assignments shall normally be for the full academic year, except that advisee assignments may be adjusted in the event that advising has not occurred for reasons such as withdrawal or non-attendance of an advisee. Adjunct faculty members shall not be assigned advisees.
- 12.12 Overloads: An overload shall be defined as workload credits in excess of forty-five (45) in one academic year. Overloads will not be paid until a faculty member goes beyond forty-five (45) workload credits per academic year. Overloads shall be compensated in accordance with Article 13.1, Overloads and Summer Session Compensation, and will be paid no later than on the regular July payroll.

Acceptance of overload assignments shall be voluntary. Assignments considered by the administration as overload shall be so identified. The faculty member tendered an assignment he/she believes to create an overload, but is not so identified, is entitled, on request, to a statement of how his/her assignment(s) will be calculated for overload purposes.

- 12.13 Office Hours: The College reserves the right, as the Employer determines appropriate, to require all faculty members to maintain daily office hours of a least one (1) hour on each contracted duty days and/or attend all in-service and graduation activities unless excused by the Vice President of Instruction without receiving additional workload credit. An alternative office hour schedule may be developed with mutual agreement between the faculty member and the Vice President of Instruction.
- 12.14 Class Size Adjustment: A workload credit adjustment for class size shall be made for all courses, except open enrollment courses or open lab courses, without regard to instructional delivery method. For the purpose of this Section, class size will be determined by the actual student enrollment on the first day of the fourth week of the quarter. Class size adjustments shall be made according to the following table:

<u>Number of Students Enrolled</u>	<u>Workload Adjustment</u>
Less than 10	X .75 or option to cancel*
10 – 55	X 1.00
56 – 79	X 1.33
80 – 99	X 1.66
100 – 125	X 2.00

With the exception of open enrollment courses such as PE185, Supercircuit, or open labs such as writing, math, reading and computer lab, no one course section shall allow more than 125 students. Additionally, it shall not be the normal practice of the College to offer larger classes in lieu of additional sections. However, it is understood that in some circumstances it may be beneficial to either the College or the faculty member to have a larger course, and this Section allows for larger class sizes when appropriate. Course size may be limited by such factors as the approved course outline and room size. **\*Option to cancel low enrollment courses: if the faculty member chooses to teach a low enrollment course, he or she shall receive the prorated workload credit, unless the College chooses to offer the course regardless of enrollment. In these cases, the faculty member shall receive full workload credit for the low enrollment course.**

- 12.15 Writing course workload: Writing courses, WR90, 121, 122, 123, and 227, will have their workload calculated at 1.25X per credit hour. For example, a 3 credit writing class will be calculated at 3.75 workload credits. Common standards for the .75 differential for 3 credit writing courses are specified in course outlines and may include the following issues: assignments, conferences, drafts and response workshops, required number of words, and subject matter covered.

## **ARTICLE 13 - OVERLOADS AND SUMMER SESSION COMPENSATION**

- 13.1 Overloads: Compensation for overloads, as defined in Article 12.12, shall be computed on the basis of eighty percent (80%) of the individually contracted rate using the following formula: Annualized 10-month salary divided by 45 workload credits, multiplied by the number of workload credits over 45 as determined on the last day of Spring term. Overloads shall be paid to the nearest decimal hundred (.00) of a workload

credit. Counseling and library/learning resource faculty shall not be eligible for overloads.

13.2 Summer School: Compensation for Summer School, shall be computed on the basis of eighty percent (80%) of the individually contracted rate using the following formula: annualized 10-month salary divided by 45 workload credits, multiplied by .80, multiplied by the number of workload credits assigned for summer term. For the purpose of this Section, Summer School is designated as the fourth term of the academic year. The individually contracted rate shall be the same rate the faculty member was paid for the other three terms in the academic year.

13.3 Summer School Assignment: Full-time faculty members shall have the first right of refusal for assignment to teach summer session courses with the following conditions:

A. The faculty member must be qualified to teach the course.

B. The faculty member must commit to teaching summer session course(s) in a timely manner in order to allow schedules to be produced and alternative instructors to be found if the faculty member opts not to accept the assignment.

C. In the event there is more than one full-time faculty member qualified to teach summer session courses, and provided more than one full-time faculty member wants to receive the assignment, the offer to teach the summer session course(s) will be made to faculty in the following order:

- 1) faculty who teach the course during fall, winter or spring term.
- 2) faculty from the department who are qualified, but do not normally teach the course.
- 3) faculty from the division who are qualified to teach the course.
- 4) faculty from outside the division who are qualified to teach the course.

In the event there is more than one full-time faculty member equally qualified to teach the course(s) and equally situated in the above order of offer, the most senior faculty member will have the first opportunity to teach. If the most senior faculty member opts to not teach summer term in any given year, they will retain the seniority-based option for first refusal the following year, etc. However, once a faculty member accepts the offer to teach summer courses based on seniority, that faculty member will move to the bottom of the seniority list solely for the purpose of accepting summer teaching assignments according to this Section, so that other qualified full-time faculty members have an opportunity to teach summer courses over time.

## **ARTICLE 14 - SCHEDULING AND TEACHING ASSIGNMENTS**

14.1 Publishing Class Schedules: The Office of Instructional Services shall publish class schedules.

- 14.2 Submitting Schedules: Division Directors shall submit proposed schedules of classes, class meeting times and faculty members to teach the classes to the appropriate manager. Division Directors will consult with division members in preparing the proposed schedules. When possible and prudent, any changes to the proposed schedules submitted by the divisions will be referred to the faculty members involved before the schedules are finalized. The publishing of an individual faculty member's name in connection with a course in the class schedule shall not constitute a contract with that individual. While the course schedule is reasonably accurate at the time of printing, it is subject to change, if necessary.
- 14.3 Teaching Assignments: Faculty members will be notified of their teaching assignments as soon as possible after the appropriate manager finalizes their schedules. However, unless mutually agreed otherwise, Faculty members shall receive at least one academic quarter's notice before being assigned to teach a class they have not previously taught within the last academic year.
- 14.4 Night Teaching: It will not be the general rule to require night teaching on a continuous basis. However, the manager reserves the right to require night teaching in order to meet the needs of the students or College programs. Staff rotation for night teaching will be practiced whenever possible. For the purpose of this section, night teaching shall be defined to mean teaching a course that begins at or after 5:00 PM. A faculty member teaching a night course scheduled to conclude at 8:50 p.m. or later shall not be scheduled for a next-day morning course beginning before 10:00 a.m. without the approval of the faculty member.
- 14.5 Changes in Work Assignments: It is agreed that the appropriate manager reserves the right to make reasonable changes from time to time in scheduling and work assignments of the individual faculty member.

## **ARTICLE 15 – PROBATIONARY PERIOD AND TENURE**

- 15.1 Probationary Period: Faculty members on a tenure track appointment shall normally be given an annual contract. At the end of each annual contract the Employer reserves the sole right to renew the tenure track faculty member's contract for another year as it determines appropriate by providing the faculty member with a renewal notice no later than April 1 prior to the expiration of the annual contract.

Faculty members on a tenure track appointment shall be classified as a probationary faculty member for a period of three (3) years. For the purpose of this Section three (3) years shall mean three (3) consecutive contracts as defined in Article 2, Definitions.

The Employer reserves the sole right to extend the tenure track faculty member's three (3) year probationary period for one (1) additional year, as it determines appropriate, by providing the faculty member with an extension notice no later than April 1 of the faculty

member's third year probationary period. Annual appointment for a fifth year shall be interpreted as the conferring of tenure.

- 15.2 Authority to Grant or Deny Tenure: The Employer reserves the sole right to offer probationary tenure track faculty members tenure after the successful completion of the probationary period, including an extension, if any.
- 15.3 Probationary Tenure Track Faculty Members: Probationary Tenure Track Faculty Members who have successfully completed their probationary period and/or any extensions described in 15.1, and have been granted tenure by the Board of Education shall be designated as tenured faculty.
- 15.4 Adjunct Faculty Members: Faculty on adjunct appointments shall not be granted tenure. In the event a probationary tenure track faculty member has held at least two (2) years of adjunct faculty appointments prior to receiving a tenure track appointment, the employer may apply up to a maximum of fifty percent (50%) of the adjunct years of service toward tenure, but shall apply at least one year of service toward tenure when three or more consecutive adjunct years have been served. The decision to apply adjunct years of service toward tenure shall not be subject to the grievance procedure unless the grievance relates to only an arbitrary or discriminatory application of adjunct years of service toward tenure. The Federation agrees that the ultimate authority to grant or deny tenure is vested solely with the Employer.

The Employer agrees that any decision to grant or deny tenure, which is contrary to a Tenure Review Committee recommendation, shall be immediately disclosed with appropriate reasons to both the probationer and the applicable Tenure Review Committee.

- 15.5 Application of Grievance Procedure: It is further agreed that decisions of the Employer with respect to the granting or denial of annual renewal contract(s) or tenure to probationary faculty members are not subject to the grievance procedure of this Agreement unless the grievance relates to only an arbitrary or discriminatory use of tenure procedure and/or arbitrary or discriminatory use of the evaluation process set forth in Article 16, Evaluation. In no event may an arbitrator substitute his/her judgment for the judgment of the Employer.

## **ARTICLE 16 – EVALUATION**

- 16.1 Purpose of Evaluation: The primary purpose of evaluation is to:
- A. Assess the effectiveness of the faculty member as an instructor in his/her division.
  - B. Assess the faculty member's performance of job functions as specified in his/her position description.
  - C. Assist the instructor in the performance of his/her duties.
  - D. Encourage and support the professional development of faculty members.

16.2 Evaluation Cycle of Faculty: Each year, the Dean of Instruction shall notify Human Resources and faculty members of their evaluation status, including what type of evaluation they are scheduled for, if any, i.e., tenure review, annual tenure track, three-year tenured, annual adjunct evaluation, etc., and the timeframe for the various aspects of the evaluation defined in this Article.

- A. Tenured Faculty: Following the granting of tenure, evaluation of tenured faculty members shall be conducted on a three (3)–year rotational cycle. Tenured faculty members shall submit an annual Report of Yearly Service to the Division Director for two years of the cycle. The third year of the cycle shall consist of a Peer Evaluation, a Faculty Portfolio, and an Administrative Evaluation. This cycle will continue throughout the faculty member’s tenure at the College.
- B. Tenure Track Faculty: Evaluation of tenure track faculty members shall be conducted annually for the first three years of employment, or until the faculty member receives tenure. The third year of the tenure track evaluation cycle shall be referred to as the Tenure Review.
- C. Visiting Faculty: Evaluation of visiting faculty members shall be conducted annually for the first three (3) consecutive years of employment with the College. After their third consecutive positive evaluation, as determined by the Employer, visiting faculty will be evaluated on a three-year rotational cycle as set forth in 16.2A, Tenured Faculty. This cycle will continue through the duration of the faculty member’s consecutive appointments as visiting faculty.
- D. Adjunct Faculty: Evaluation of adjunct faculty members shall be conducted annually. Adjunct faculty shall normally be evaluated by the same process as tenure track and visiting faculty members, except that the Employer reserves the sole right to determine the evaluation process for adjunct faculty members. However, the evaluation process for adjunct faculty members shall consist of, at a minimum, an Administrative Review, which will include classroom visitations, a faculty portfolio, and student ratings.

The decision to evaluate Adjunct faculty in a manner other than that established for tenure track or visiting faculty shall not be for arbitrary or discriminatory reasons. Further, the evaluation process for Adjunct faculty shall not be subject to the grievance procedure unless the grievance relates to only an arbitrary or discriminatory evaluation process.

16.3 Evaluation Process for Tenured, Tenure Track, and Visiting Faculty: The evaluation process for tenured, tenure track and visiting faculty shall consist of a Peer Evaluation, a Faculty Portfolio, an Administrative Evaluation, and a Report of Yearly Service as defined below.

- A. Peer Evaluation:

1. The Peer Evaluation shall be conducted annually for non-tenured faculty. The director of the division to which the faculty member belongs, either by the nature of the teaching area or by assignment for the purpose of peer evaluation, shall be responsible for overseeing the peer evaluation process.
2. Peer Evaluation Committee: A three-person peer evaluation committee shall consist of faculty chosen as follows: two faculty members shall be chosen by the person to be evaluated. At least two of the three members on the committee shall be tenured, except that a Tenure Review Committee shall be composed of three tenured faculty members from the division. The third member of the committee shall be a tenured faculty member chosen by the Division Director and shall serve as the chair of the committee. It is preferable that all members of the peer evaluation committee be tenured and from the same division as the faculty member being evaluated.
3. The scope of the peer evaluation will include the following:
  - a. Teaching methodology and the instructor's command of their subject area(s);
  - b. Course and classroom management skills including, but not limited to, course outlines, syllabi, exams, class handouts, and other materials that support instruction generally contained in faculty portfolio;
  - c. Student course and/or instructor ratings;
  - d. College, community, or state level committee work; and
  - e. Other relevant factors as determined by the peer evaluation committee in consultation with the faculty member.
4. Materials or documents that are used in the administrative evaluation set forth in 16.3 C below shall be made available to the peer review committee provided they are relevant to the scope of the peer evaluation as set forth in 16.3 A3 and further provided that the information is available at the time of the peer evaluation.
5. Following observation and review, the peer evaluation committee shall meet to discuss the observations and offer suggestions to improve the quality of the educational experience.
6. Following the meeting of the committee, the Chair a written summary of the evaluation procedures, methods and materials used, conclusions, and recommendations and forward the report to the Division Director.

7. The Chair of the peer evaluation committee and the Division Director shall meet with the faculty member to discuss the peer evaluation. A copy of the committee's written report will be provided to the faculty member.
8. In the event of a negative evaluation report by the peer evaluation committee, as determined by the Employer, the Division Director will meet with the members of the peer evaluation committee, prior to the meeting between the Division Director, the committee chair and faculty member, to discuss the issue and to determine what, if any, further action the peer evaluation committee should take. Action may include constructive intervention and a development plan and future evaluation.

B. Faculty Portfolio: The faculty portfolio will be developed by the faculty member being evaluated and will address areas of teaching and activities that are evidence of growth and contribution as mutually agreed between the faculty member and Dean of Instruction. The Faculty Portfolio is to be submitted to the Division Director in accordance with the timeline provided to the faculty member as set forth in 16.2. The Faculty Portfolio will be returned to the faculty member when the evaluation process is completed.

C. Administrative Evaluation:

1. In addition to the peer evaluation, each faculty member may be separately evaluated annually by the appropriate Division Director or other designated administrator. Administrative evaluation of tenured faculty shall be scheduled on a three-year cycle. The lack of an evaluation shall not be used to deny an employee any benefit, monetary or non-monetary, to which that employee would have otherwise been entitled, had the employee received a positive evaluation, except that faculty members not evaluated due to leaves of absence, including sabbatical leave, shall not receive evaluation-related pay increases. Each faculty member will receive a copy of the evaluation in a timely manner.
2. Following completion of the peer evaluation process, the Division Director will prepare and submit a written administrative report, with his or her recommendations, to the Dean of Instructional and Student Services, via the appropriate Associate Dean. The Administrative Evaluation shall encompass all areas of the faculty member's performance, both academic and non-academic, as set forth in 16.1, and will include information from the peer evaluation. A copy of the Peer Evaluation Summary will be attached to the Administrative Evaluation.
3. An administrative review committee will meet to discuss the faculty member's administrative evaluation. This committee will consist of the Dean of Instructional Services, the appropriate Associate Dean and Division Director.

4. In the event the peer evaluation and the administrative evaluations are in agreement with respect to tenure or whether the evaluation is positive or not, their recommendations shall be forwarded to the College President and then to the Board of Education for action. However, if there is a difference in the recommendations between the committee and the Division Director, a meeting will be held to discuss the differences. The participants of the meeting shall include the Division Director, the Peer Evaluation Committee Chair, the Associate Dean, and the Dean of Instructional and Student Services. All reasons for recommending or not recommending tenure will be discussed at this meeting. If agreement cannot be reached at this point, all recommendations will be forwarded to the College President for action.
5. The faculty member will be informed of any adverse recommendations in a timely manner. The faculty member shall have the right to appear before the Division Director, Associate Dean and the Dean of Instruction to respond to any adverse recommendations and to present evidence to support his/her retention and/or salary adjustment as set forth in 11.2. The faculty member may elect to have a representative of the Federation present at such meeting. In the event that an adverse recommendation is forwarded to the Board of Education for action, the faculty member shall be given time at the Board meeting to respond and present evidence to support his/her retention or salary adjustment as set forth in 11.2.
6. Student Rating of Instructor:
  - A. Student rating of instructor may be done at the end of each class term.
  - B. Questionnaire development: The evaluation including the questionnaire questions and overall format of the instrument, including any revisions or modifications, must be developed by a joint committee consisting of 2 faculty and 2 administrators including the VP of Instruction or designee. Each term that student ratings of instruction are conducted for an instructor, all of the courses that the instructor teaches will be evaluated. Faculty members are appointed to the committee by the Faculty Senate. Faculty Senate appointees will seek consultation with Faculty Senate on the development of the rating of instruction instrument. Faculty Senate Chair and Vice President of Instruction will review and approve final rating of instruction prior to implementation. Revisions to the student ratings of instruction instrument may be requested by either administration or Faculty Senate on an annual basis. Changes should only be made on an annual basis prior to fall term so students respond to the same questions set for the academic year.

- C. Access to evaluation data: Each faculty member will have timely access to student ratings for their classes that are evaluated. The Office of Instruction will have access to student ratings of instruction for archiving and for use in the evaluation process.
- D. Report of Yearly Service: For the two years of the three-year evaluation cycle that does not entail a peer review, faculty portfolio and administrative review, the tenured faculty member shall submit a Report of Yearly Service to the Division Director. The Division Director will submit the report to the Dean of Instructional Services via the appropriate Associate Dean, if applicable.

16.4 Evaluation Results and Ramifications: Faculty evaluations shall be clearly identified by the Employer as positive, negative, or indicate a need for improvement. Evaluations indicating a need for improvement shall be considered negative.

- A. A faculty member receiving a positive three-year evaluation shall receive a pay increase in accordance with Article 11, Compensation, based on current salary. Payment shall begin the next appointment year as set forth in Article 11.2C.
- B. A faculty member receiving a three-year evaluation indicating a need for improvement shall be given a (one year maximum) improvement plan by the Dean of Instructional Services. When the faculty member has completed the improvement plan, a pay increase shall be granted, and the three-year evaluation cycle rotation list shall be adjusted so that the faculty member is evaluated again three years after the successful completion of the development plan. If the development plan is not successfully completed within one year, the evaluation shall be considered negative and no salary adjustment shall occur.
- C. A faculty member receiving a negative three-year evaluation shall not receive a salary adjustment as set forth in Article 11, Compensation.

## **ARTICLE 17 - DISCIPLINE AND DISCHARGE**

17.1 Discipline or Discharge of Tenured Faculty: The Employer agrees that tenured faculty members shall only be disciplined or discharged for just cause. Also, a faculty member can be terminated as set forth in Article 31, Reduction in Force and Recall, as a result of financial exigency, declining enrollments, program reduction, or program termination.

17.2 Discipline or Discharge of Probationary, Visiting, or Adjunct Faculty: Probationary, visiting, or adjunct faculty as set forth in Article 2, Definitions, may be disciplined or discharged at any time at the discretion of the Employer. Further, their discipline or discharge shall not be subject to Article 32, Grievance Procedure, unless the Federation can

prove that the Employer was arbitrary or discriminatory in the exercise of this discretion including, if applicable, the evaluation process set forth in Article 16, Evaluation.

- 17.3 Discipline Notices: Disciplinary notices shall be acknowledged, signed and dated by the faculty member. The signed faculty member's acknowledgment does not necessarily mean that he/she agrees with the issued discipline. Within thirty (30) calendar days after the faculty member's signed acknowledgment, the faculty member reserves the right to include in the file a written response to such material placed in the file, and this response shall be attached to the material in question.

## **ARTICLE 18 - PERSONNEL FILES**

- 18.1 Maintenance of Personnel Files: The Employer agrees to separately maintain personnel and medical files and records in accordance with state and federal laws. The Employer agrees to maintain confidential medical information in accordance with the Americans With Disabilities Act and HIPPA Privacy Act and agrees to maintain any other confidential information as required by any other statute requiring maintenance of confidential information.
- 18.2 Disclosure of Information: The Employer agrees to only disclose information contained in personnel files as allowed or required by state and federal law or as authorized by the employee or as may be necessary to evaluate personnel decisions.
- 18.3 Review of Personnel Files: Each faculty member shall have the right, upon request, to review the contents of his/her own personnel file. In the event that a faculty member requests a copy of his/her personnel file more than once in a twelve (12) month period, excluding any new materials that have been added to the file since the last request, the Employer may, at its discretion, charge in accordance with Board policy.
- 18.4 Representation: A representative chosen by the faculty member may, upon the faculty member's written authorization, review a faculty member's personnel file and/or accompany the faculty member in this review.
- 18.5 Discipline and Performance Appraisals: Disciplinary notice, performance appraisal (faculty evaluation summary), or other similar material that is likely to have an adverse effect on a faculty member's reputation or employment status shall be acknowledged, signed and dated by the faculty member. Within thirty (30) calendar days after the faculty member's signed acknowledgement, the faculty member reserves the right to include in the file a written response to such material placed in the file, and this response shall be attached to the material in question.
- 18.6 Faculty's Insertions into File: The faculty member shall have the right to include in the file any material or information considered relevant to that faculty member's professional career.

- 18.7 Release of Material: Excluding internal personnel administration applications, material in the personnel file can only be released with the permission of the faculty member and in accordance with state and federal law.

## **ARTICLE 19 - INSURANCE COVERAGE**

- 19.1 Life and Long Term Disability Insurance: Disability insurance and term life insurance shall be continued at no less than the 2004-2005 OCCA benefit level for the duration of this Agreement for members of the bargaining unit. Term life insurance shall be twice the individual's annual salary to a maximum of \$50,000. The life and long-term disability insurance for eligible faculty members shall be fully paid by the Employer.
- 19.2 Health Insurance: Effective October 1, 2010 through the duration of this Agreement, the College will pay a contribution of Eight Hundred Seventy-six and Fifty-six cents (\$876.56) per month for each eligible faculty member for health insurance. Through a payroll deduction, faculty members shall pay the difference in cost between the billed premium rate and the College's contribution.

Eligible faculty members may choose from the OEGB insurance plans offered by the Employer to include Health, Vision, and Dental.

- 19.3 Employee Contributions: Through a payroll deduction the faculty member shall contribute the employee's portion of the premiums for medical, vision, dental, and orthodontia insurance coverage. Employees opting to decline healthcare coverage by signing the appropriate Employer prepared waiver form shall not be subject to an employee contribution and shall not receive any additional compensation by declining healthcare coverage.
- 19.4 125 Plan: The Employer shall implement an IRS Section 125 plan, without cost to the faculty member, for faculty member contributions as set forth in 19.3.
- 19.5 Cost Effective Measures: For all employees, the Employer may institute cost effective measures for health insurance, provided the benefits level for employees is not substantially decreased.

## **ARTICLE 20 - SICK LEAVE**

- 20.1. Sick Leave: Sick leave for faculty members shall accumulate for an unlimited number of days and shall accumulate at the rate of ten (10) days per academic year or one (1) day per month employed, whichever is greater. Unlimited sick leave accumulation shall be retroactive to the initial hiring of the faculty member at the College.
- 20.2 Eligibility for Sick Leave Benefits: To be eligible for accrued sick leave benefits for a workday, the faculty member shall make a reasonable attempt to notify the Office of Instruction before or at the beginning of each workday, unless otherwise directed by the supervisor.

### 20.3 Use of Sick Leave Benefits:

- A. Sick leave benefits may be used when the faculty member is absent due to an on or off-the-job illness or injury or when the faculty member is absent to attend to an ill or injured member of the faculty member's immediate family. For the purpose of this Section immediate family shall mean spouse, domestic partner regardless of sex, the faculty member's and spouse's parent, brother, sister, grandparent, child, step-child, step-parent, son-in-law, daughter-in-law, or grandchild, provided the above individual resides in and is an integral part of the faculty member's household. Sick leave may also be used for parental leave if the faculty member qualifies for a leave of absence under the Oregon Family Leave Act.
- B. Faculty member may only use accrued sick leave benefits.
- C. Faculty members shall, in accordance with 20.3A, use sick leave in four (4) or eight (8) hour increments, depending on their scheduled activities for the day of the absence, as follows:

The faculty member shall record the use of eight (8) hours of sick leave on their monthly leave report when they miss more than one-half (1/2) of their scheduled activities for that day.

The faculty member shall record the use of four (4) hours of sick leave on their monthly leave report when they miss one-half (1/2) or fewer of their scheduled activities for that day.

For the purpose of this Section scheduled activities shall be defined to include scheduled classes, final exams, advising appointments, committee and/or evaluation meetings, in-service, graduation ceremonies, office hours, and approved travel.

- D. The Employer shall maintain a system that will ensure accurate accounting of sick leave.
- E. The Employer reserves the right to require a physician's statement verifying an illness or injury, including the faculty member's inability to work and his/her fitness to return to work when:
  - 1. A faculty member has been absent for three (3) or more consecutive working days.
  - 2. The faculty member has been absent for twenty percent (20%) or more working days in a monthly pay period.
  - 3. The faculty member has incurred an on the job injury or illness;

4. The Employer reasonably determines that a physician's statement is necessary to determine that the faculty member can adequately or safely perform his/her job.
  5. In accordance with federal or state family leave laws if the reason for the absence is a qualifying reason under either law.
- F. Faculty members, upon termination of employment regardless of circumstances, shall have unused accumulated sick leave days reported to P.E.R.S. with applicable Administrative Board Policies and state laws.

## **ARTICLE 21 - BEREAVEMENT LEAVE**

- 21.1 Bereavement Leave: The Board shall allow a faculty member up to three (3) working days off with pay after the death of a member of the immediate family.
- A. At the faculty member's request, an additional seven (7) working days off may be scheduled through the Office of Instruction. These days shall be deducted from accumulated sick leave days.
  - B. For the purpose of this Section, immediate family shall mean spouse, domestic partner regardless of sex, the faculty member's and spouse's parent, brother, sister, grandparent, child, step-child, step-parent, son-in-law, daughter-in-law, or grandchild, or an individual who resides in and is an integral part of the faculty member's household.
  - C. Any additional time off may be arranged through the College President.

## **ARTICLE 22 - LEAVES WITH PAY**

- 22.1 Civic Leave: Faculty members shall receive time off with pay for required appearances in court or hearings resulting from a call to jury duty or subpoena to appear to testify where the faculty member is not personally involved in the action as the plaintiff, the defendant, or the object of the investigation. Any remuneration received for such appearances held on a workday, less travel costs, shall be endorsed to the Employer.
- 22.2 Personal Leave: The Employer shall allow each faculty member up to twenty-four (24) hours of personal leave during a fiscal year. Personal leave is cumulative to a maximum of thirty-two (32) hours. The faculty member must give the College advance notice before taking personal leave, but is not required to divulge the personal reason(s) necessitating the leave request. Faculty members shall use personal leave in four (4) or eight (8) hour increments, depending on their scheduled activities for the day of the absence as follows:
- A. The faculty member shall record the use of eight (8) hours of personal leave on their monthly leave report when they miss more than one half (1/2) of their scheduled activities for that day.

- B. The faculty member shall record the use of four (4) hours of personal leave on their monthly leave report when they miss one-half (1/2) or fewer of their scheduled activities for that day.
- C. For the purpose of this Section, scheduled activities shall be defined to include scheduled classes, final exams, advising appointments, committee and/or evaluation meetings, in-service, graduation ceremonies, office hours, and approved travel.

22.3 Effect of Leaves on Faculty Status: Unless otherwise stated, faculty members who avail themselves to leaves in this Section shall not lose such time as credit for regular service for the purpose of advancement on the salary schedule or accrual of benefits.

22.4 Sabbatical Leave-Regulations and Procedures:

A. Purpose: The purpose of sabbatical leave is to provide eligible faculty members, including counselors and librarians with an opportunity for professional growth and development thereby substantially enhancing their future service to the College. Sabbatical leave includes activities for intellectual refreshment and professional growth and development by study, research, travel, or other creative activities. The ultimate objective for granting sabbatical leave is for the improvement of service to Southwestern Oregon Community College. The sabbatical leave is not an earned right but a privilege granted at the discretion of the Board of Education.

B. Eligibility:

- 1) First Eligibility: After six (6) academic years of continuous service as a full-time member of the faculty, a faculty member may request a sabbatical leave, not to exceed one year. Faculty members continue to remain eligible for sabbatical leave even though they do not apply for sabbatical leave when first eligible for the leave.
- 2) Subsequent Eligibility: Faculty members are eligible for a second sabbatical leave, and succeeding leaves thereafter, after six (6) academic years of continuous service has elapsed since a previous sabbatical leave was granted.
- 3) Exceptions to Eligibility:
  - a) Adjunct faculty are not eligible for sabbatical leave, nor shall years of service as an adjunct faculty member count toward years of continuous service for the purpose of Section B1 or B2 except when the years of adjunct service have been counted toward tenure as specifically set forth in Article 2.10C.

- b) As a rule, only one sabbatical leave from a division may be granted in any one year. When more than one request from any department is made, preference will be given based on merit of the application as determined by the Employer. Where merit of the applications is equal as determined by the Employer, the applicant with the greatest seniority shall be given preference.

C. Types of Leave: Eligible faculty members may apply for one of the following types of leaves:

1. Ten-Month Faculty:

- a. One academic year (three terms) on one-half salary;
- b. Two-thirds of an academic year (two terms) on three-fourths salary;
- c. One-third of an academic year (one term) on full salary.

Eligible faculty members who are normally on a ten-month contract may, at the sole discretion of the Employer, be employed for one year on a twelve-month contract and they may be granted a sabbatical leave during any one term, provided they agree to take an additional one-term leave in another academic year at their own expense.

2. Twelve-Month Faculty:

- a. One year or twelve months, on one-half salary;
- b. Two-thirds of a year, or eight months, on three-fourths salary;
- c. One-third of a year, or four months, on full salary. (Except in unusual circumstances, this type of leave will be limited to those who find it difficult, because of their professional assignment, to be away from their work over a longer period).

D. Application Procedure:

- 1. Application Form: Faculty Members requesting sabbatical leave must complete the Application for Sabbatical Leave Form set forth in Appendix C.
- 2. Time Line for Submission and Approval: Applications for Sabbatical Leave Forms must be submitted through the Division Director/Supervisor to the appropriate manager prior to February 1 in order to be reviewed by the Screening Committee for Sabbatical Leaves not later than February 15, prior to the academic year during for which the proposed leave is to begin. The Applications, together with the Committee's recommendations and certification of eligibility by Human Resources, will be forwarded to the President not later than March 1. The Applicants will be notified, in writing, of the President's and Board of Education's decision within seven (7) working days of the regular March Board of Education meeting. In special circumstances, sabbatical leave requests may be considered outside

of this timetable. The Board's decision regarding sabbatical leaves may be: approved, disapproved, or approved conditionally.

Faculty members who have applied for admission to a college or university for study, or who have applied for a scholarship, fellowship, grant-in-aid, or other similar assistance but who have not been notified of their acceptance prior to the deadline set for action by the screening committee, President, and/or Board of Education may be approved conditionally for sabbatical leave.

- E. Screening Committee Members: The Screening Committee for Sabbatical Leaves shall consist of the Dean of as permanent chair, one additional administrator appointed by the President, and the Faculty Senate Staff Development Committee consisting of a faculty representative of each division.
- F. Evaluation of Applications: The Screening Committee will evaluate applications and recommend action to the President. The Committee's evaluation and recommendation will be based solely on the merit of the application as it applies to the purpose of sabbatical leave stated in Section 1, Purpose.
- G. Approval or Disapproval: The Employer reserves the sole right to grant or deny sabbatical leave to faculty members. The exercise of this discretion shall not be subject to the grievance procedure unless the Federation can prove that the Employer was arbitrary or discriminatory in the exercise of this discretion. In no event may an arbitrator substitute his/her judgment for the judgment of the Employer. All sabbatical application forms submitted for review shall be clearly marked "approved" or "disapproved" and placed in the requestor's personnel file. A copy of the marked request form shall be returned to the requestor in accordance with Section 22.4D(2).
- H. Special Contractual Arrangement: To ensure the interests of the College, the faculty member will enter into a special, written contractual arrangement with the college at the time sabbatical leave is granted. The written contractual arrangement, to be written by the Director of Human Resources upon consultation with the Dean of Instructional and Student Services and the faculty member to take sabbatical leave, shall specify, at a minimum, the following and shall be signed by the faculty member and the Dean of Instructional and Student Services and be placed in the faculty member's personnel file prior to the commencement of the sabbatical leave:
  - 1. The date the sabbatical leave will commence;
  - 2. The date the faculty member will return to service;
  - 3. The terms of compensation; and

4. A statement indemnifying the college for any salary paid to the faculty member during the period of sabbatical leave in the event the faculty member fails to return to the district and fulfill the obligations set forth in Section L, Faculty Member's Obligation.

I. Compensation: All sabbatical leave payments shall be paid on the regular monthly payroll cycle.

1. Full-Year Leaves: Full-year leaves shall be paid at one-half (1/2) the faculty member's salary. Prorated salary payments will be made in twelve equal monthly installments for full-year leaves.
2. Less than Full-Year Leaves: Prorated salary payments for less than full-year leaves will be prorated during the period of the leave, in accordance with Section 22.4C, Types of Leaves.
3. A Southwestern Oregon Community College employee who is granted sabbatical leave shall receive, when sabbatical leave salary is computed, such automatic changes in salary rating as would have been received had he/she remained in active service except that salary increases for positive evaluations shall not be granted if the faculty member was not evaluated due to being on sabbatical leave. In such cases, the faculty member's evaluation rotation cycle shall be adjusted and the faculty member will be rescheduled for evaluation.

J. Additional Compensation: In addition to sabbatical leave pay, the faculty member may accept a scholarship, fellowship, grant-in-aid, or other similar assistance, but may not accept compensation for employment that when added to his/her sabbatical leave payments equals an amount greater than that which he/she would have received had he/she not been on sabbatical leave.

K. Faculty Member's Obligation:

1. Return to Service: Failure of a faculty member to return to the college and to teach at least two (2) years immediately following his/her sabbatical leave or failure to satisfactorily complete his/her scheduled program of study and/or travel shall result in forfeiture of his/her salary unless such failure is due to the faculty member's death or physical or mental disability certified by a licensed physician.
2. Written Report: Not later than sixty (60) calendar days after returning to active service in the College, the faculty member who has taken sabbatical leave will file with the President a written report giving evidence that the program of study or travel agreed upon has been carried out. The President will arrange for the faculty member to make an oral presentation

of the report to the Board of Education. A copy of the written report will be placed in the faculty member's personnel file.

- L. Status: A faculty member granted a sabbatical leave shall be permitted to return to employment in the College with the same salary status which he/she would have enjoyed had he/she been teaching and in a comparable position, except that salary increases for positive evaluations shall not be granted if the faculty member was not evaluated due to being on sabbatical leave. Time spent in sabbatical leave shall be counted toward years of service for early retirement.
- M. Professional Study or Travel Considerations:
  - 1. Professional Study: If the sabbatical leave is for the purpose of study, a planned program of courses or a special project will be submitted to the President for approval. Transcripts or other evidence of completion of the planned program of study will be submitted to the President within sixty (60) calendar days of the faculty member's return to duty and shall be placed in the faculty member's personnel file.
  - 2. Travel: Sabbatical leave which is for the purpose of travel will normally be approved only if the proposed program incorporates a plan of study in connection with the travel. Applicants will submit a detailed itinerary and program with a statement of the objectives of the plan. The faculty member will remain in travel status (including time spent in study) at least two (2) months for each term of leave granted. A written report will be submitted to the president within sixty (60) calendar days of the faculty member's return to duty and shall be placed in the faculty member's personnel file.

## **ARTICLE 23 - LEAVES WITHOUT PAY**

- 23.1 Military Leave: Military leave shall be granted consistent with applicable state and federal laws.
- 23.2 On-The-Job Disability Leave:
  - A. Faculty members shall be granted leave for the period they are disabled from performing their regular job or other available duties offered by the Employer due to an on-the-job disability in accordance with applicable law.
  - B. Faculty members off work on work-related disabilities are required to keep the Employer apprised weekly of their anticipated date of return to work and any changes in their medical condition. The Employer may require written verification from the attending physician. If the Employer has doubts about the necessity for the leave or the nature/extent of the disability, an independent

medical opinion may be required. Such leave shall not count as regular service for the purpose of receiving step increases or accrual of benefits or seniority.

- C. Faculty members who are absent from work due to on-the-job disabilities are eligible to receive workers' compensation benefits.
- D. In order to have reinstatement rights, a faculty member returning from an on-the-job disability must request reinstatement within seven (7) calendar days of the date they receive notice from the Employer's insurance company that their attending physician released them to return to work. A request for reinstatement must be submitted in writing. Faculty members who make timely requests for reinstatement will be reinstated to their former position, upon written verification by the attending physician that the faculty member is able to perform the duties of their position and further provided that their position exists. In the event their former position no longer exists, the faculty member shall be reinstated to the next available and suitable position in accordance with applicable law.

### 23.3 Off the Job Disability Leave (Excluding Pregnancy Leave):

- A. Faculty members shall be granted disability leave for the period they are disabled from performing their regular job or modified or light duties offered by the Employer due to an off-the-job disability. Such leave shall be granted for the period of the disability, but not to exceed twelve (12) months.
- B. Any such leave shall require written verification from the attending physician. Requests for disability leaves must be made in writing as soon as possible after the necessity for the leave becomes known to the faculty member and must address the basis of the faculty member's disability. If the Employer has doubts about the necessity for the leave or the extent of the disability, an independent medical opinion may be required. Faculty members off work due to an off-the-job disability are required to keep the Employer apprised weekly of their anticipated date of return to work and any changes in their medical condition.
- C. A disability leave is without payment of wages or benefits, except that faculty members may be eligible to utilize accrued vacation and sick leave benefits during the leave period. Disability leave shall not count as hours of compensation for the purpose of receiving step increases or the accrual of any benefits set forth in this Agreement.
- D. In order to have reinstatement rights, a faculty member returning from an off-the-job disability must request reinstatement as soon as possible after the date they receive notice from their attending physician releasing them to return to work. A request for reinstatement must be submitted in writing. Faculty members who make timely requests for reinstatement will be reinstated to their former position upon written verification by the attending physician that the faculty member is able to perform the duties of their position provided they are released to work.

within six (6) months and provided further that their position exists. In the event they are released to return to work after six (6) months, but not to exceed twelve (12) months or their position no longer exists, the faculty member shall be reinstated to the next available and suitable position. If no suitable positions are available, the faculty member shall be eligible for recall as set forth in Article 31, Section 31.4b.

#### 23.4 Pregnancy Leave:

- A. Faculty members who have been employed for six (6) months or longer shall be granted pregnancy leave for the period they are unable to perform their regular job or modified or light duties offered by the Employer due to pregnancy or related conditions.
- B. The employee must provide the Employer with a physician's written statement of limitations.
- C. Section 23.3 of Off the Job Disability Leave shall also apply to faculty members on pregnancy leave. In addition, faculty members on pregnancy leave may be eligible to utilize paid personal leave.
- D. In order to have reinstatement rights, a faculty member returning from pregnancy leave must request reinstatement within three (3) working days from the date they receive notice from their attending physician releasing them to return to work. A request for reinstatement must be submitted in writing. Faculty members who make timely requests for reinstatement shall be reinstated to their former position or an equivalent position in accordance with applicable law. If the faculty member's former position has been eliminated and there are no equivalent positions, the faculty member shall have the right to return to an available and suitable position in accordance with applicable law. If no suitable positions are available, the faculty member shall be eligible for recall as set forth in Article 31, Section 31.4B.

#### 23.5 Parental Leave:

- A. Faculty members who have been employed ninety (90) days shall be granted parental leave. Such parental leave shall not exceed twelve (12) weeks and shall be in accordance with applicable law.
- B. Requests for parental leave must be made in writing at least thirty (30) days in advance and must identify the dates of the requested leave. Faculty members who fail to make timely requests may have their parental leave reduced or delayed, except as required by law.
- C. Parental leaves are considered unpaid except that a faculty member may be required to first utilize accrued vacation and sick leave. Faculty members disabled

by pregnancy or pregnancy-related conditions are also eligible to utilize accrued sick leave and other paid leave during the period of their disability.

- D. In order to preserve reinstatement rights faculty members on parental leave must return to work on the date specified by the Employer for return to work. Complications affecting return to work may, however, be considered for extension of the leave of absence. Reinstatement shall be to the faculty member's former position, provided their former position exists. If their former position does not exist, the faculty member shall be reinstated to an equivalent position in accordance with applicable law. If neither the faculty member's former position, nor an equivalent position exists, the faculty member shall be reinstated to an available and suitable position in accordance with applicable laws. If no suitable positions are available, the faculty member shall be eligible for recall as set forth in Article 31, Section 31.4B.

#### 23.6 Family Medical Leave:

- A. Family Medical Leave will be in compliance with state and federal standards and future state and federal standards will be appropriately distributed. This could include posting on the Human Resources bulletin board.
- B. Request for family leaves must be made in writing. If the need for the leave is known to the faculty member in advance, the faculty member must give fifteen (15) days advance notice. If the leave is not known in advance, the faculty member must give verbal notice followed by confirmation in writing within three (3) working days. Section 23.3 of the Off-The-Job Disability Leave Section shall also apply to faculty members seeking family medical leave.
- C. Family leaves are considered unpaid, except that faculty members are required to utilize accrued sick leave and may use accrued vacation pay and personal leave.
- D. In order to have reinstatement rights, a faculty member returning from family medical leave must request reinstatement as soon as possible after the expiration of leave. A request for reinstatement must be submitted in writing. Faculty members who make a timely request for reinstatement shall be reinstated to their former position or equivalent position in accordance with applicable law. If the faculty member cannot be reinstated to their former or equivalent position due to changed circumstances, the faculty member will be reinstated to an available and suitable position in accordance with applicable law. If no suitable positions are available, the faculty member shall be eligible for recall as set forth in Article 31, Section 31.4B.

#### 23.7 Leaves for Other Reasons: The Employer may grant a faculty member's request for leave of absence without pay for the purpose of study, research, travel, recovery of physical or mental health when a faculty member's health or physical condition makes it impossible for the faculty member to properly discharge his/her duties, and such other

leave as the Employer may deem in the best interest of the College, subject to the needs of the Employer. The Employer shall not unreasonably deny a faculty member's leave of absence request as set forth in this Section. Such leaves shall not count as regular service for the purpose of advancement on the salary schedule or accrual of benefits. The terms and conditions of a leave of absence without pay shall be mutually agreed to in writing prior to granting the leave.

- 23.8 Continuing Benefits While on Unpaid Leave: Faculty members on approved leave without pay shall be granted the opportunity of continuing benefits available to all other faculty members on a self-pay basis if allowed by the underwriter.

## **ARTICLE 24 - HOLIDAYS**

- 24.1 Faculty Members on Ten (10) Month Contracts: Faculty members on a regular ten (10) month contract shall receive time off with pay on the following holidays: Martin Luther King Day, President's Day, Memorial Day, Veterans Day, Thanksgiving Day, the Friday following Thanksgiving, and New Year's Day.
- 24.2 Faculty Members on Eleven (11) or Twelve (12) Month Contracts: Faculty members on eleven (11) or twelve (12)-month contracts shall receive time off with pay, if applicable to their contract period, for those holidays set forth in 24.1 and for the following holidays: Independence Day, Labor Day, Christmas Day, and the day before Christmas.
- 24.3 Holiday Observance: Holidays shall be observed in accordance with the instructional calendar of the College.

## **ARTICLE 25 - VACATIONS**

- 25.1 Accrual: Faculty members employed on a 12-month contract shall accrue paid vacations on the basis that the annual accrual shall be 160 hours per fiscal year. The maximum accrual shall be 320 hours.
- 25.2 Vacation Utilization: Vacation time shall partially be utilized during periods of time between terms. As long as it is not disruptive to the operations of the District, faculty members shall be allowed to be gone from their positions on consecutive working days for the duration of their vacation.
- 25.3 Vacation Pay on Termination of Employment: Faculty terminating employment shall be paid a lump sum for all accrued, but unused vacation leave up to a maximum of 160 hours.
- 25.4 Faculty members employed on ten (10) or eleven (11) month contracts are ineligible for vacation accrual.

## **ARTICLE 26 - TUITION**

- 26.1 Tuition, Fees and Texts for Faculty: Upon approval of the Dean of Instructional Services, faculty may enroll in one SOCC course per term. The Employer shall waive credit hour tuition and fees for one course per term provided the faculty member submits the proper paperwork in a timely manner.
- 26.2 Tuition for Other Courses: In addition to one courses as identified in 26.1, faculty members may enroll in any other SOCC courses, and the Employer will waive tuition and up to Fifty Dollars (\$50.00) in fees per term while all other fees shall be paid by the employee, provided the faculty member submits the proper paperwork in a timely manner. The Employer reserves the right to deal with on-line courses as it deems appropriate.
- 26.3 Super Circuit: in addition to 26.1 and 26.2, the Employer shall waive all tuition and fees for faculty members to enroll in Super Circuit.
- 26.4 Spouse/Dependent Waivers: Faculty members' spouses and dependent children as defined in I.R.S. Code and Regulations, shall be permitted to enroll in any/all SOCC courses with tuition waived and up to Fifty Dollars (\$50.00) per person per term in fees waived by the Employer, provided the faculty member submits the proper paperwork in a timely manner. The Employer reserves the right to deal with on-line courses as it deems appropriate. The faculty member shall be financially responsible for all costs incurred by his/her spouse or dependent children for enrolling in courses at the College.
- 26.5 Bookstore: All faculty members, their spouse and dependent children as defined in I.R.S. Code and Regulations shall be granted the opportunity to purchase specified professional books and supplies at a fifteen percent (15%) discount at the District bookstore.
- 26.6 Admission to College Functions: All faculty members' spouses and dependent children as defined in I.R.S. Code and Regulations shall be admitted free of charge to all District functions except the following:
- A. Functions that are self-supporting and/or jointly sponsored by the College and another entity, or
  - B. Functions at the Performing Arts Center, unless specifically waived by the College.

## **ARTICLE 27 - CONFERENCE AND TRAVEL**

- 27.1 Staff Development: Faculty members may be reimbursed for the costs of attending staff development activities directly related to their teaching assignments, subject to budget limitations and the determination by the Employer that such attendance serves the best interests of the District. In the event that reimbursement is granted, such reimbursement shall be consistent with district-wide policy for member staff development.

- 27.2 Employer Assigned Travel: In accordance with Administrative and Board Policies, Faculty shall be reimbursed for travel assigned by the Employer. Reimbursement for meals and lodging shall be consistent with the Board approved per diem. The Employer shall pay the costs of previously approved commercial transportation. Use of personal vehicles shall be reimbursed as set forth in the Board's Administrative policy #4.002.

## **ARTICLE 28 - EARLY RETIREMENT POLICY**

- 28.1 The Employer reserves the right to establish, revise or discontinue its early retirement policy without negotiations with the Federation. It is understood that any retirement policy established or revised by the Employer shall apply equally to all employees of the College. Adjunct faculty are not eligible to apply for early retirement.

## **ARTICLE 29 - FACULTY INVOLVEMENT IN RECRUITMENT AND SELECTION**

- 29.1 Faculty Involvement: It is agreed that faculty involvement in the selection process is desirable to the institution. Adjunct Faculty are covered by the terms of this Article, however, they shall not be assigned to screening committees.
- 29.2 Screening Committees: Selection of faculty members shall be made only after candidates have been interviewed by a screening committee composed of a majority of faculty.
- 29.3 Screening Committee Recommendations: The President shall consider the recommendations of the screening committee in making a recommendation to the Board.
- 29.4. Faculty Involvement in Selection of Administrators: In addition, it is agreed that screening committees including faculty members shall be utilized to assist the Employer in the evaluation and selection of administrative candidates.

## **ARTICLE 30 - BUDGET DEVELOPMENT**

- 30.1 Faculty Participation: The Employer agrees that faculty members shall be allowed to participate in the development of the College budget through the appropriate administrative channels.
- 30.2 Draft of Budget: The final draft of the budget will be provided to the Federation ten (10) calendar days prior to its submission to the District Budget Committee.
- 30.3 Income and Expense Reports: Monthly reports of expenditures and income will be prepared for Board approval and will be made available to all faculty members or other interested persons following the Board meeting.

## **ARTICLE 31 - REDUCTION IN FORCE AND RECALL**

### **31.1 Definitions:**

- A. Reduction in Force: A reduction in force shall be defined as a position(s) being terminated or eliminated as determined by the Employer. However, a reduction in force shall not include a reduction in work hours for all or some of the faculty members.
- B. Qualifications: Qualifications shall be defined to include, but are not limited to the required qualification standards, preferred qualification standards, and required knowledge, skills and abilities as specified in the current position description; education; experience; evaluations; licensure and certification; and/or prior discipline, if any.

### **31.2 Application:**

- A. In the event that the Employer determines a reduction in force to be necessary, the President shall develop an overall plan of reduction which best protects the instructional capacity and flexibility required to maintain the highest quality of education possible for district students. This plan shall contain: (a) a justification for reduction in force; (b) an identification of all employees affected; and (c) all intended reassignments of faculty members' duties. Where possible, the principle of seniority will be followed, provided qualifications as defined in 31.1B are equal.
- B. The Employer shall be the sole judge of the faculty member's qualifications to perform the required work, except the decision shall not be arbitrary or discriminatory.
- C. Before implementing a reduction in staff, the Employer agrees to make every reasonable effort to reassign the faculty member(s) to another vacant position in the institution for which the individual is qualified as defined in 31.1B.
- D. In the event reassignment cannot be made, faculty members affected by reduction in staff shall have recall rights for two (2) years. Such recall rights shall apply to both full-time and part-time vacancies which may occur during the recall rights period for which they are qualified and shall include a reasonable time for which the faculty member may accept or decline the recall offer. In the event of recall, affected faculty shall be recalled in the inverse order of being laid off, provided they possess the necessary qualifications to perform the assignment to which they are being recalled.

### **31.3 Notice:**

- A. Meeting With the Federation: The President shall present his/her overall plan

for reduction in force to the Federation in a confidential meeting.

B. Meeting with Affected Employees: After the meeting with the Federation, the President will meet with affected employees to notify the employees of the reduction in force.

i. Tenured faculty members identified for layoff will be provided as much notice as is practical under the circumstances but advance written notice shall not be less than one hundred (100) calendar days before the layoff shall become effective.

ii. Non-tenured, visiting, and/or adjunct faculty members identified for layoff will be provided as much notice as is practical under the circumstances but advance written notice shall not be less than sixty (60) calendar days before the layoff shall become effective.

C. Alternative Plan: Within thirty days from the Federation's meeting with the President, the Federation may present an alternative method of reduction to the Board for consideration. The Board of Education in its role as appointing authority shall make the final determination of the layoff plan within thirty (30) calendar days from the Federation's submission. Decisions by the Board shall not be subject to Article 32, Grievance Procedure.

31.7 Termination of Seniority and Employment: A faculty member's seniority and employment in the bargaining unit may be terminated for any one (1) of the following reasons:

- 1) Discharge for cause;
- 2) Resignation;
- 3) Layoff in excess of twenty-four (24) months;
- 4) Employment in a position with the Employer but outside the bargaining unit for longer than twelve (12) months;
- 5) Rejecting a recall offer or job assignment;
- 6) Violating the terms of the leaves set forth in Articles 20, 21, 22 and 23;
- 7) Retiring; or
- 8) Failing to notify the Employer as soon as possible of the receipt of a doctor's release for work. Except for employees on pregnancy leave as set forth in Article 23.4, faculty members shall have three (3) workdays following receipt of the release to notify the Employer of their availability for work and faculty members who are eligible for on-the-job disability leave as set forth in Article 23.2 shall have seven (7) calendar days following receipt of the release for work to notify the Employer of their availability for work.

## **ARTICLE 32 - GRIEVANCE PROCEDURE**

32.1. Purpose: It is the declared objective of the Employer and the Federation to encourage the prompt resolution of all grievances as defined in 32.2. Accordingly, this grievance procedure is established to provide an orderly and expeditious procedure for such

grievance resolution.

- 32.2 Definition: A grievance is hereby defined as an alleged violation of the terms of this Agreement by the Employer.
- 32.3 Filing of Grievances: A grievance may be filed by a faculty member, group of faculty members, or the Federation. An individual faculty member or group of faculty members shall have the right to present grievances and to have such grievances adjusted without the intervention of the Federation, as long as the adjustment is not inconsistent with the terms of this Agreement. A faculty member may elect to have a representative of the Federation present at such meeting.
- 32.4 Informal: An attempt should be made to satisfactorily resolve the grievance through informal meetings and discussion beginning at the lowest possible level of administrative organization that has the authority to resolve the grievance. In the event of a resolution, and if requested by either the faculty member or the supervisor, such resolution shall be reduced to writing and forwarded to the Dean of Administrative Services prior to it becoming binding. Although a failure to utilize the informal process shall not deem the grievance untimely, should the employee elect to utilize the formal grievance procedure he/she shall be required to file the grievance in a timely manner as set forth in 32.5.
- 32.5 Formal: If the grievance is not satisfactorily resolved through informal means or in cases concerning the discharging of employees, the grievance shall be reduced to writing within thirty (30) calendar days of the date the grievant knew or should have known of the alleged violation. The written grievance shall include a concise and factual summary of the allegations, including the date of the occurrence, reference to the specific contract provisions in dispute, and the remedy sought. The written grievance shall be sent or delivered to the Dean of Administrative Services. The following procedure shall be used to resolve the grievance:

Step I: Within ten (10) working days of receipt of the written grievance, and at a mutually agreeable time, the Dean of Administrative Services shall meet with the grievant and/or Federation representative to discuss the grievance. For the purpose of this Article, working days shall be defined as Monday through and including Friday, excluding contractually recognized holidays. In such cases, the Dean of Administrative Services shall respond to the grievance in writing within ten (10) working days of the meeting.

Step II: If there is no satisfactory resolution of the grievance within ten (10) working days of the Step I response, at a mutually agreeable date and time, the Federation shall meet and attempt to resolve the grievance with the College President or his designee. The College President or designee shall respond to an employee or Federation grievance in writing within ten (10) working days after the next regularly scheduled meeting of the Board of Education but not to exceed twenty (20) working days from the date of the meeting with the College President or his designee giving specific reasons for his decision.

Step III: If there is no satisfactory resolution for the grievance, the Federation within ten (10) working days of receipt of the College President's response may appeal the decision to arbitration by filing a request to the American Arbitration Association via certified mail with a return receipt for a list of seven (7) proposed arbitrators, with a copy to the Dean of Administrative Services. It is the intention of both parties that selection of an arbitrator shall occur within thirty (30) working days of receiving the list of arbitrators. In the event the parties are unable to agree on an arbitrator, the Employer and the Federation shall alternately strike from the list one name at a time, until only one name remains on the list. The arbitrator remaining on the list shall be accepted by both parties, and a hearing on the grievance shall be scheduled and conducted in accordance with the Voluntary Rules of the American Arbitration Association.

- 32.6 Arbitrator's Jurisdiction: Jurisdiction of the arbitrator is limited to grievances which involve an alleged violation of a specific section or provision of this Agreement, and which are presented to the other party in writing during the term of this Agreement and which are processed in the manner and within the time limits herein provided.
- 32.7 Arbitrator's Judgement: The arbitrator shall have no power to modify, add to, subtract from, change or amend any term or condition of this Agreement or render an award which is in conflict with the provisions of this Agreement.
- 32.8 Arbitrator's Fees and Expenses: The fees and expenses of the arbitrator shall be paid by the losing party as determined by the arbitrator. The decision of the arbitrator shall be final and binding on the Employer, the Federation and the employees affected, consistent with the terms of this Agreement.
- 32.9 Notification and Time Limits: The grieving party may choose to drop the grievance at any step in this process by notification to the other party or by not taking action to pursue the matter to the next higher level within the time limits set out in the procedure. If the non-grieving party fails to meet the timetable in the process, the grievance shall be deemed denied and the grieving party may pursue the matter to the next higher step. However, if the grievance is not appealed to the next step within the specified time limits set forth in this Article, the grievance shall be deemed denied on the basis of the non-grieving party's response. Both parties may mutually agree to extend the time limits of the grievance process.
- 32.10 Arbitrator's Award: The arbitrator shall render his award within thirty (30) calendar days after the close of the hearing or the submission of any written briefs presented by the parties, whichever is later.
- 32.11 Rights and Obligations: The Employer shall not be required or obligated under the terms of this Agreement or otherwise to submit to arbitration any claim or cause of action which it may have or assert on account of any alleged violation of this Agreement. The Employer shall have the right to sue at law or in equity in any court of competent jurisdiction, Federal or State, to enforce this Agreement and to recover for any breach or violation of this Agreement.

### **ARTICLE 33 - UNPROTECTED STRIKE ACTIVITIES AND LOCKOUTS**

- 33.1 No Strikes: The Federation agrees that there will be no work stoppages or interruptions of regularly assigned duties, in violation of Oregon Revised Statutes, during the term of this Agreement. Any employee participating in any such work stoppage or interruption of work in violation of Oregon Revised Statutes, shall be subject to discipline as determined by the Employer, irrespective of the discipline, if any, imposed upon other employees. However, the Employer shall not exercise such a disciplinary right in an arbitrary or capricious manner.
- 33.2 No Lockouts: The Board of Education agrees not to lock out employees during the term of this Agreement.

### **ARTICLE 34 - SCOPE OF AGREEMENT**

- 34.1 Scope of Agreement: This Agreement constitutes the negotiated agreements between the Employer and the Federation and supersedes any previous agreements or understandings whether oral or written which are contrary or inconsistent with the terms of this Agreement.
- 34.2 Entire Agreement: In the event that any provision or provisions of this Agreement are or shall at any time be determined to be contrary to law by a court of competent jurisdiction, all other provisions of this Agreement shall continue in effect. In addition, the parties agree to enter into negotiations for the revision of the Agreement with respect to any item that becomes invalid by reason of such court decision.
- 34.3 Waiver of Rights: The parties acknowledge that each has had the unlimited right and opportunity to make demands and proposals with respect to any matter deemed a proper subject for negotiations. The results of the exercise of that right and opportunity are set forth in this Agreement. Except as specifically stated in this Agreement, the Employer and the Federation, for the duration of this Agreement, each voluntarily and unqualifiedly agree to waive the right to oblige the other party to negotiate with respect to any subject or matter covered or not covered in this Agreement unless mutually agreed otherwise.

## **ARTICLE 35 – DURATION**

35.1 Duration: This Agreement shall remain in full force and effect from July 1, 2009 through June 30, 2012.

FOR THE FEDERATION

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Renee Menkens  
Federation President

FOR THE EMPLOYER

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Patty Scott, Ed.D  
President

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David Bridgham, Chair  
Board of Education

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Linda Kridelbaugh  
VP of Administrative Services

APPENDIX A  
Salary Schedule  
2010-2012

<b><u>Step</u></b>	<b><u>Annual 10 Month Salary</u></b>	<b><u>Daily Rate (173 days)</u></b>
1	41600.00	240.46
2	43300.00	250.29
3	45000.00	260.12
4	46700.00	269.94
5	48400.00	279.77
6	50100.00	289.60
7	51800.00	299.42
8	53500.00	309.25
9	55200.00	319.08
10	56900.00	328.90
11	58600.00	338.73
12	60300.00	348.55
13	62000.00	358.38
14	63700.00	368.21
15	65400.00	378.03
16	67100.00	387.86
17	68800.00	397.69
18	70500.00	407.51
19	72200.00	417.34



## APPENDIX C

### Application for Faculty Sabbatical Leave

Name: \_\_\_\_\_ Date of Hire: \_\_\_\_\_

Current Position: ☐ 10-mo ☐ Tenured Faculty  
☐ 11-mo ☐ Tenure-track, Probationary Faculty  
☐ 12-mo ☐ Visiting Faculty

Have you been employed as full-time faculty for six (6) consecutive academic years? ☐ Yes ☐ No

Have you taken any previous leaves of absence while employed at SOCC? ☐ Yes ☐ No

If yes, please describe the leave, omitting any reference to approved FMLA or OFLA:

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Dates of proposed Leave: From \_\_\_\_\_ To \_\_\_\_\_

Purpose of Leave: ☐ Intellectual refreshment ☐ Professional growth and development  
By way of: ☐ Study ☐ Research ☐ Travel ☐ Other creative activity

Length/Type of Leave: *See Article 22.4C for more information about types of leave.*  
☐ one academic year (3 terms or 12 months) @ ½ salary  
☐ 2/3 academic year (2 terms or 8 months) @ ¾ salary  
☐ 1/3 academic year (1 term or 4 months) @ full salary

10-month faculty only: ☐ I request to be employed on a 12-month contract and take a one-term sabbatical leave on the condition that I take an additional one-term leave in another academic year at my own expense.

Briefly but completely describe the nature of your leave request: \_\_\_\_\_

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Describe your professional justification for this request: \_\_\_\_\_

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Describe your anticipated accomplishments through this proposed sabbatical: \_\_\_\_\_

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*Complete and sign the back of this form. Incomplete forms will be returned to originator.*

Other comments (you may include suggestions for how your SOCC duties might be covered in your absence): \_\_\_\_\_

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### APPLICANT SIGNATURE

I believe that I am eligible to apply for Sabbatical Leave. The information contained in this application is accurate and true to the best of my knowledge. I agree to abide by the conditions of Sabbatical Leaves as outlined in the Faculty Collective Bargaining Agreement and agree to enter into a written contractual agreement prior to beginning my leave, if approved, and I agree to fulfill the obligations set forth in the Bargaining Agreement and in the written contractual agreement. I understand that failure to fulfill my obligations may result in a forfeiture of salary.

\_\_\_\_\_  
Signature of Applicant

\_\_\_\_\_  
Date

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### APPROVAL / SIGNATURES

**Human Resources** verification of eligibility:    ☐ meets eligibility    ☐ does not meet eligibility  
*Has been employed as full-time faculty for 6 continuous academic years without a leave of absence\*.*  
*Has been continuously employed for 6 continuous academic years since previously granted sabbatical.*

Date Received by Dean of Instruction \_\_\_\_\_

Screening Committee

☐

Recommend Approval

☐

Recommend Denial

Comments: \_\_\_\_\_

Division Director

☐

Recommend Approval

☐

Recommend Denial

Comments: \_\_\_\_\_

Associate Dean

☐

Recommend Approval

☐

Recommend Denial

Comments: \_\_\_\_\_

Dean of Instruction

☐

Recommend Approval

☐

Recommend Denial

Comments: \_\_\_\_\_

President

☐

Recommend Approval

☐

Recommend Denial

Comments: \_\_\_\_\_

Board of Education

☐

Recommend Approval

☐

Recommend Denial

Comments: \_\_\_\_\_

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### OUTCOME

Sabbatical Leave request is:    ☐ approved as requested    ☐ denied    ☐ conditionally approved

Explanation of denial or conditional approval: \_\_\_\_\_

Date filed in personnel file: \_\_\_\_\_

**Applications for Sabbatical Leave must be signed and received by the Dean of Instruction by February 12** of the year prior to the year in which the leave is to take place in order to be submitted for review by the screening committee by February 15. It is the submitting faculty member's responsibility to ensure that the application is submitted in a timely manner and received by the Dean of Instruction.

*\*leave of absence for the purpose of eligibility does not include FMLA or OFLA leave.*

**LETTER OF UNDERSTANDING  
BETWEEN  
SOUTHWESTERN OREGON COMMUNITY COLLEGE  
AND  
SOUTHWESTERN OREGON COMMUNITY COLLEGE FACULTY  
FEDERATION**

**RE: INTELLECTUAL PROPERTY**

It is agreed between the parties that the Union's proposal regarding intellectual property shall be deferred to the Section 4.2 Federation/Employer Meetings for discussion. These discussions dealing with the Union's proposal on intellectual property shall not exceed sixty (60) calendar days commencing from the initial Federation/Employer Meeting dealing with the Union's proposal regarding intellectual property. If the Federation and Employer reach agreement on intellectual property, a Letter of Understanding will be executed incorporating the agreement of the parties. In the event the Federation and Employer are unable to reach agreement within sixty (60) calendar days, the parties agree that the issue will be deferred to negotiations for a renewal Collective Bargaining Agreement. The Federation and Employer acknowledge that the no strike, no lockout requirements of Article 33, Unprotected Strike Activities and Lockouts, will continue to apply. The parties also acknowledge and agree that the matter is not subject to the grievance/arbitration provisions of Article 32, Grievance Procedure, and is not within the authority of an arbitrator to consider. Lastly, the parties agree to waive their right to file any unfair labor practice charges with Employment Relations Board regarding their discussion on intellectual property.

Previously signed on March 31, 2003

Signed this 26th day of September, 2005 at Coos Bay, Oregon.

FOR THE FEDERATION

\_\_\_\_\_  
Dan Neal,  
Negotiations Chair

FOR THE EMPLOYER

\_\_\_\_\_  
Judith M.L. Hansen, Ph.D  
President

\_\_\_\_\_  
Marcia Jensen, Chair  
Board of Education

\_\_\_\_\_  
Sheldon L. Meyer, Ph.D  
Dean of Administrative Services

**LETTER OF UNDERSTANDING  
BETWEEN  
SOUTHWESTERN OREGON COMMUNITY COLLEGE  
AND  
SOUTHWESTERN OREGON COMMUNITY COLLEGE FACULTY  
FEDERATION**

**RE: FACULTY WORKING IN CONTRACTED TRAINING AND EDUCATIONAL SERVICES**

1. Faculty working in Contracted Training and Educational Services are covered by the terms of this Letter of Understanding and the faculty Collective Bargaining Agreement except as specifically set forth in this Letter of Understanding.
2. Faculty working in Contracted Training and Educational Services are covered by the terms of ARTICLE 5, ACADEMIC FREEDOM AND RESPONSIBILITY except:
  - A. Faculty working in Contracted Training and Educational Services should be especially cognizant of the populations with which they are working when introducing controversial matter into classroom discussion.
  - B. In the event that the contract between Southwestern Oregon Community College and a contracting agency restricts the material or topics to be introduced into classroom discussion, the restrictions and/or procedures of that contract will take precedence.
3. Faculty working in Contracted Training and Education Services are covered by the terms of ARTICLE 7, SICK LEAVE, ARTICLE 19, INSURANCE COVERAGE, ARTICLE 21, BEREAVEMENT LEAVE, ARTICLE 22, LEAVES WITH PAY, ARTICLE 23, LEAVES WITHOUT PAY, ARTICLE 24, HOLIDAYS, ARTICLE 25, VACATIONS and ARTICLE 26, TUITION except:
  - A. Faculty working Contracted Training and Educational Services will receive time off for holidays in accordance with the schedule of the contracting agency.
  - B. Faculty working in Contracted Training and Educational Services shall schedule vacations and time off based on the needs and calendar of the contracting agency.
4. Faculty working in Contracted Training and Educational Services **are not** covered by the terms of ARTICLE 15, PROBATIONARY PERIOD AND TENURE.
5. Faculty working in Contracted Training and Educational Services **are not** covered by the terms of ARTICLE 16, EVALUATION, SECTION 16.3A, PEER EVALUATION OF TENURED FACULTY, and SECTION \_\_, UNTENURED FACULTY.

6. Faculty working in Contracted Training and Educational Services are covered by the terms of Article 16, EVALUATION, SECTION 16.3C, ADMINISTRATIVE EVALUATION.
7. Faculty working in Contracted Training and Educational Services **are not** covered by the terms of ARTICLE 17, DISCIPLINE AND DISCHARGE, except:
  - A. The Employer agrees that the termination of faculty working in Contracted Training and Educational Services during a contract year shall only be for just cause, which shall include but not be limited to financial exigency, termination of services for the contracting agency, declining enrollments, program reduction, or program termination. Except for discipline related just cause violations, a minimum of 30 days notice shall be given before termination.
  - B. Normally eligible faculty working in Contracted Training and Educational Services will receive notice of contract renewal for the next academic year on or before June 1.
8. Faculty working in Contracted Training and Educational Services **are not** covered by the terms of ARTICLE 12, WORKLOAD, SECTION 12.2, COMMITTEE ASSIGNMENTS AND OTHER ASSIGNED ACTIVITIES, SECTION 12.3, COACHING, SECTION 12.5, ADVISING, AND SECTION 7, NIGHT TEACHING.
9. Faculty working in Contracted Training and Educational Services shall maintain a minimum equivalent of one hour a day of office hours and shall attend all inservice and orientation/training activities scheduled on contracted duty days.
10. Faculty working in Contracted Training and Educational Services **are not** covered by the terms of ARTICLE 2, TERMS OF SERVICE, SECTION 2.8C, YEARS OF SERVICE FOR VISITING APPOINTMENTS.
11. Faculty working in Contracted Training and Educational Services **are not** covered by the terms of ARTICLE 28, EARLY RETIREMENT POLICY.
12. Faculty working in Contracted Training and Educational Services **are not** covered by the terms of ARTICLE 32, GRIEVANCE PROCEDURE except it is agreed that any decisions of the Employer with respect to the continuation of employment of faculty working in Contracted Training and Educational Services are not subject to the grievance procedure of the Agreement unless the grievance relates to only an arbitrary or discriminatory use of the terms of employment for faculty in Contracted Training and Educational Services. In no event may an arbitrator substitute his/her judgment for the judgment of the Employer.
13. Faculty working in Contracted Training and Educational Services are covered by the terms of ARTICLE 29, FACULTY INVOLVEMENT IN RECRUITMENT AND SELECTION, except that:

- A. Faculty working in Contracted Training and Educational Services shall not be required to serve on screening committees.
  - B. Screening committees shall include faculty whenever possible, but **will not** be required to be composed of a majority of faculty.
  - C. Screening committee participation will not constitute hours toward work load.
14. Faculty working in Contracted Training and Educational Services **are not** covered by the terms of APPENDIX C, SABBATICAL LEAVE: REGULATIONS AND PROCEDURES.

Previously signed on October 16, 1996

Signed this 26th day of September, 2005 at Coos Bay, Oregon.

FOR THE FEDERATION

FOR THE EMPLOYER

\_\_\_\_\_  
Dan Neal,  
Negotiations Chair

\_\_\_\_\_  
Judith M.L. Hansen, Ph.D  
President

\_\_\_\_\_  
Marcia Jensen, Chair  
Board of Education

\_\_\_\_\_  
Sheldon L. Meyer, Ph.D  
Dean of Administrative Services

**LETTER OF UNDERSTANDING  
BETWEEN  
SOUTHWESTERN OREGON COMMUNITY COLLEGE  
AND  
SOUTHWESTERN OREGON COMMUNITY COLLEGE FACULTY  
FEDERATION**

**RE: DIVISION CHAIRS**

1. The purpose of this Letter of Understanding is to memorialize the discussion about the reinstatement of the Division Chair positions.
2. Division Chairs would be covered by the terms of this Letter of Understanding and the faculty Collective Bargaining Agreement except as specifically set forth in this Letter of Understanding.
3. Current Division Directors would remain as Division Directors until such time as they terminate via attrition and would not be covered by the terms of the Collective Bargaining Agreement.
4. Division Chairs would be elected by the Division Membership and recommended for approval to the Dean of Instructional Services. The Dean of Instructional Services shall be the ultimate authority in the selection of Division Chairs.
5. There will be a job description for Division Chairs that will detail job functions.
6. Factors used to determine and measure accountability will be developed.
7. Release time of six (6) to nine (9) load credits, averaged over an academic year, would be granted for Division Chairs as determined by the Dean.
8. Nothing in this Letter of Understanding would alter the rights of the Employer to direct and manage the affairs of the District. As the Employer in the Agreement, the Southwestern Oregon Community College Board of Education and its agents would retain all authority, rights, functions, and powers not specifically abridged, deleted, or modified by this Letter of Understanding or Collective Bargaining Agreement or by statute.
9. Division Chair positions would be for a period of 2-3 years, yet to be determined.
10. Division Chair positions would have a probationary period of up to six (6) months.

Previously signed on March 31, 2003

Signed this 26th day of September, 2005 at Coos Bay, Oregon.

FOR THE FEDERATION

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Dan Neal,  
Negotiations Chair

FOR THE EMPLOYER

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Judith M.L. Hansen, Ph.D  
President

---

Marcia Jensen, Chair  
Board of Education

---

Sheldon L. Meyer, Ph.D  
Dean of Administrative Services

**LETTER OF UNDERSTANDING  
BETWEEN  
SOUTHWESTERN OREGON COMMUNITY COLLEGE  
AND  
SOUTHWESTERN OREGON COMMUNITY COLLEGE FACULTY  
FEDERATION**

**RE: FACULTY WORKING IN ENTERPRISE FUNDED POSITIONS  
(i.e., Oregon Coast Culinary Institute)**

1. Faculty working in Enterprise Funded Positions are covered by the terms of this Letter of Understanding and the faculty Collective Bargaining Agreement, except as specifically set forth in this Letter of Understanding.
2. Faculty working in Enterprise Funded Positions ARE covered by the terms of ARTICLE 2, Definitions and Types of Appointments, except:
  - A. Faculty working in Enterprise Funded Positions shall only be given Visiting or Adjunct Appointments.
  - B. Article 2.12, Accredited Institutions shall include industry-recognized certification-granting institutions or organizations for Culinary Arts certification.
3. Faculty working in Enterprise Funded Positions ARE NOT covered by the terms of ARTICLE 12, Workload, except:
  - A. Faculty working in Enterprise Funded Positions shall not be assigned more than thirty-five (35) classroom contact hours per week.
4. Faculty working in Enterprise Funded Positions ARE NOT covered by the terms of ARTICLE 14, Scheduling and Teaching Assignments.
5. Faculty working in Enterprise Funded Positions ARE covered by the terms of ARTICLE 15, Probationary Period and Tenure, except:
  - A. Faculty working in Enterprise Funded Positions shall not be given Tenure Track Appointments and therefore are not eligible for tenure.
6. Faculty working in Enterprise Funded Positions ARE covered by the terms of ARTICLE 22, Leaves With Pay except:
  - A. Faculty working in Enterprise Funded Positions shall not be eligible for Sabbatical Leaves.

7. Faculty working in Enterprise Funded Positions ARE covered by the terms of ARTICLE 25, Vacations, except:
  - A. Faculty working in Enterprise Funded Positions shall schedule vacations and time off based on the needs and calendar of the Enterprise Funded program.
8. Faculty working in Enterprise Funded Positions ARE covered by the terms of ARTICLE 29, Faculty Involvement in Recruitment and Selection, except:
  - B. Faculty working in Enterprise Funded Positions shall not be required to serve on screening committees.
  - C. Screening committees for Enterprise Funded Positions shall include faculty whenever possible, but **will not** be required to be composed of a majority of faculty.

Signed this \_\_\_\_ day of \_\_\_\_\_, 2010 at Coos Bay, Oregon.

FOR THE FEDERATION

FOR THE EMPLOYER

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Dan Neal,  
Negotiations Chair  
Local 3190

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Dr. Judith Hansen,  
President

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Dr. Sheldon Meyer,  
Dean of Administrative Services

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Marcia Jensen, Chair  
Board of Education

General Fund Summary

Jan 2012

Resources	1999-2001 Biennium		2001-2003 Biennium		2003-2005 Biennium		2005-2007 Biennium		2007-2009 Biennium		2009-2011 Biennium		2011-2013 Biennium	
	1999-2000	2000-2001	2001-2002	2002-2003	2003-2004	2004-2005	2005-2006	2006-2007	2007-2008	2008-2009	2009-2010	2010-2011	2011-2012	2012-2013
	Actual	Actual	Actual	Actual	Actual	Actual	Actual	Actual	Actual	Actuals	Actuals	Actuals	Adopted	Projected
State Support	6,444,927	6,788,420	7,462,469	6,192,293	6,460,178	6,143,150	6,733,095	7,166,511	8,940,321	8,620,088	7,318,968	5,210,358	5,192,281	4,273,845
Federal Support	89,080	99,609	99,837	110,571	104,657	35,076	35,474	38,795	32,580	25,925	30,317	38,745	25,500	
Local Support	3,411,409	3,543,722	3,566,158	3,644,629	3,693,280	3,845,325	4,033,875	4,247,849	4,436,831	4,533,946	4,718,020	4,867,125	4,918,100	
Tuition & Fees (Net of Waivers)	1,422,611	1,387,890	1,419,058	1,735,729	1,874,429	2,733,594	2,875,404	3,486,390	3,932,243	4,564,363	5,351,341	5,862,532	6,613,547	
Other Income	481,228	474,757	279,298	347,086	969,297	512,420	353,211	419,242	783,762	256,650	3,704,714	340,582	360,026	
Transfers From Other Funds	151,540	383,156	250,000	585,000	189,108	535,092	858,400	300,000	0	0	530,294	1,443,476	622,774	
Beginning Fund Balance	759,310	855,100	611,943	821,551	844,333	1,459,981	1,001,541	622,469	809,992	708,431	1,979,341	1,303,718	2,000,000	
Subtotal Resources	12,760,105	13,532,654	13,688,763	13,436,859	14,135,282	15,264,638	15,891,000	16,281,256	18,935,729	18,709,403	23,632,995	19,066,536	19,732,228	
Allocations of Resources						(686,972)	(680,181)	(1,337,254)	(1,822,357)	(2,099,304)	0	0	0	
Subtotal Resources	12,760,105	13,532,654	13,688,763	13,436,859	14,135,282	14,577,666	15,210,819	14,944,002	17,113,372	16,610,099	23,632,995	19,066,536	19,732,228	
Line-of-Credit/Lease Proceeds	0	0	0	0	0	0	0	0	0	3,900,380	0	25,500	4,860,000	
Total Resources	12,760,105	13,532,654	13,688,763	13,436,859	14,135,282	14,577,666	15,210,819	14,944,002	17,113,372	20,510,479	23,632,995	19,092,036	24,592,228	
% State Support of Resources (not including Line of Credit)	51%	50%	55%	46%	46%	42%	44%	48%	52%	52%	31%	27%	26%	

Allocation of Resources is the sum of Tuition Reallocation.

The 2009-2010 and 2010-2011 budgets use *Transfers To* Other Funds which are recorded as expenditures and not Tuition Reallocation.

2009-2010 and 2010-2011: Other Income: Line-of-Credit and Debt Service on Line-of-Credit: accumulative amount borrowed

\*Internal Services cost centers were moved out of General Fund 2001-2002

Expenditures	1999-2001 Biennium		2001-2003 Biennium		2003-2005 Biennium		2005-2007 Biennium		2007-2009 Biennium		2009-2011 Biennium		2011-2013 Biennium	
	1999-2000	2000-2001	2001-2002	2002-2003	2003-2004	2004-2005	2005-2006	2006-2007	2007-2008	2008-2009	2009-2010	2010-2011	2011-2012	2012-2013
	Actual	Actual	Actual*	Actual	Actual	Actual	Actual	Actual	Actual	Actuals	Actuals	Actuals	Adopted	Projected
Personal Services	7,022,539	7,493,674	7,517,681	7,374,268	6,944,093	7,619,139	7,896,738	8,115,857	9,008,370	9,181,836	9,059,594	9,115,537	8,848,417	
Personal Benefits	2,021,730	2,188,278	2,215,008	2,187,875	2,242,585	2,250,536	2,687,101	2,808,323	3,416,820	3,383,182	3,018,822	2,957,138	3,812,752	
Material and Services	2,271,944	2,234,311	2,403,907	2,317,969	2,151,531	2,443,043	2,806,941	3,076,399	3,483,460	3,204,115	2,906,899	3,126,668	3,096,634	
Material/Services for Resale	125,866	111,086	115,836	108,290	100,530	128,299	107,621	80,842	134,682	148,490	138,310	141,855	181,301	
Other Expenses (Net of Waivers)	19,055	19,003	27,726	21,252	296,505	168,554	28,189	12,104	342,581	21,125	46,416	15,266	15,500	
Repairs	50,050	58,013	34,724	18,892	28,919	22,912	37,623	19,187	13,008	6,791	14,338	7,335	33,450	
Equipment	24,374	19,933	41,042	25,099	20,918	105,919	52,128	21,300	6,018	53,467	0	48,022	10,000	
Site/Facilities	0	0	0	0	0	0	0	0	0	15,893	0	0	0	
Transfers to Other Funds	369,447	796,413	511,288	538,881	890,220	837,723	972,009	0	0	0	2,359,293	1,386,106	1,694,174	
Contingency	0	0	0	0	0	0	0	0	0	0		0	0	
Subtotal Expenditures	11,905,005	12,920,711	12,867,212	12,592,526	12,675,301	13,576,125	14,588,350	14,134,012	16,404,939	16,014,899	17,543,672	16,797,927	17,692,228	
Debt Service on Line-of-Credit	0	0	0	0	0	0	0	0	0	2,516,239	4,785,605	15,500	4,900,000	
Total Expenditures	11,905,005	12,920,711	12,867,212	12,592,526	12,675,301	13,576,125	14,588,350	14,134,012	16,404,939	18,531,138	22,329,277	16,813,427	22,592,228	
Ending Fund Balance	855,100	611,943	821,551	844,333	1,459,981	1,001,541	622,469	809,992	708,433	1,979,341	1,303,718	2,278,609	2,000,000	
Line-of-Credit Amount										1,400,000				
Actual Ending Fund Balance										579,341				

Live Link as of February 1, 2012:

<http://www.socc.edu/foundation/pgs/bm~doc/gift-acceptance-policy.pdf>

Exhibit 7.2

**Southwestern Oregon Community College**  
**Foundation**  
**Gift Acceptance Policy**  
*November 27, 2007*

**Southwestern Oregon Community College Foundation**  
**Gift Acceptance Policy**  
*November 19, 2007*

The Southwestern Oregon Community College Foundation welcomes all gifts for its use to benefit Southwestern Oregon Community College (SOCC). The Foundation will endeavor in all instances to work with donors and their advisors to help assure that the goals of each contributor are accomplished.

This policy is intended for use as a guideline to the Foundation in accepting gifts; to outside advisors who assist in the gift planning process; and to prospective donors who wish to make gifts to the Foundation.

Gifts will be accepted from individuals, corporations and foundations in a manner that supports the purposes and activities of the Foundation and SOCC. Specific gifts will be considered on their merits and final action will be taken by those authorized by the Foundation Board of Directors to do so when appropriate.

**General Policies**

1. All contributions are the property of the Foundation. Any restrictions placed on donations will be included in the standard bookkeeping for the Foundation.
2. All gifts to the Foundation will comply with IRS requirements.
3. Complicated potential gifts involving multiple donors, multiple transactions, operating businesses, unusual assets or conditions, will generally be avoided, as the time requirements often involve more expense than the potential gain.
4. Any contributions or expenditures that would endanger the non-profit status of the Foundation will be administratively refused.
5. All information concerning prospective donors shall be confidential. No information shall be released to the general public without securing the prior permission of the donor.
6. Donors shall be encouraged to secure the advice of independent legal and tax counsel in all matters pertaining to gifts to the Foundation. The Foundation shall not pay a donor's fees for professional services retained with respect to a major gift.
7. The Foundation shall seek the advice of legal counsel in matters relating to the acceptance of gifts when appropriate.
8. Exceptions to this policy must be approved by the Foundation Board of Directors.

## **Guidelines**

1. The Chairperson of The Foundation may establish a Gift Review Committee responsible for recommending whether or not The Foundation should accept proposed gifts. The Committee shall consist of no less than three members from the Board of Directors to include the Trustee liaison, as well as the CCCC President as a non-voting member, and the Executive Director as a non-voting member and convener. The Chairperson shall have the authority to appoint other volunteers or employees of The College, on an ad hoc basis, who have special expertise that may be needed in order to make a decision on a specific gift.
2. The Gift Review Committee may consider each gift according to its intended use, restrictions, liabilities and financial impact on The Foundation or The College, now and in the future. Only gifts, bequests, devises, endowments, trusts and similar funds that are designated for the use of The Foundation consistent with the stated goals and mission of The College will be considered for acceptance. (The attached forms should be used during the consideration process.)
3. The Executive Director or gift solicitor will refer to the Gift Review Committee, before acceptance, gifts that are given with unusual restrictions or designations have the potential of jeopardizing the tax-exempt status or violating The Foundation or The College policies, local, state or federal laws.

## **Solicitation of Gifts**

Any formal solicitation of gifts to the Foundation will be made only by authorized representatives, including staff and directors of the Foundation. All employees, representatives or friends of the Foundation or of the College are encouraged to refer any prospective donor to the Foundation. Foundation personnel may accept cash and publicly traded securities subject to the terms of this policy.

## **Special Purpose Endowment Funds**

The Foundation encourages the establishment of special purpose endowment funds upon receipt of gifts or commitments that meet the approved funding levels and criteria established for the endowment.

Endowed Scholarships or Awards – An endowed scholarship is one in which the initial funds given to establish the award are invested, and only the return from the principal may be distributed to fund the scholarship. Endowed scholarships are awarded on a yearly basis.

A minimum of \$10,000 is required for all new endowments (see endowment policy).

Scholarships or Awards – Non-endowed scholarships or awards may be accepted at anytime. These funds may be expended immediately or at the discretion of the Foundation in agreement with the donor.

### **Naming Opportunities**

Naming opportunities offer donors the occasion to help SOCC in a meaningful manner while establishing a tangible acknowledgement to their own success or life work. Naming opportunities may be used to honor living individuals or friends or family members of the donor or in memory of a loved one. Naming opportunities involving the College's physical facilities must be pre-approved by the SOCC Board of Trustees.

### **Outright Gifts**

Cash – The Foundation, regardless of amount, shall accept all gifts by cash, credit card, or check. All checks should be made payable to Southwestern Oregon Community College Foundation and should not be made payable to an employee or volunteer for credit to the Southwestern Oregon Community College Foundation

Publicly Traded Securities – Securities that are traded on the New York and American Stock Exchanges or NASDAQ Market or other readily marketable securities shall be accepted by the Foundation.

Securities accepted by the Foundation will generally be sold as soon as practical, unless it is decided by the appropriate officers of the Foundation to hold the securities as investments of the organization. No agreement shall be made with a donor prior to or subsequent to a gift that such securities will be held for any period of time.

Closely Held Securities – Acceptance of non-publicly traded securities may be approved by the Foundation Board upon recommendation of the Finance Committee.

Real Property – It is the policy of the Foundation to accept gifts of real property to the organization on a case-by-case basis.

Gifts of real property shall be accepted only after prior approval of the Foundation Board of Directors.

Prior to acceptance of real property the Board of Directors shall obtain paid for by the donor a Phase I environmental audit, an appraisal by a certified appraiser, a title review, and any other relevant information to be determined by the Board, (i.e., liability for real property that is not immediately saleable.)

Tangible Personal Property – Jewelry, artwork, collections and other personal property will be accepted only after prior approval of the Foundation Board of Directors on a case-by-case basis. The Foundation will consider all gifts of tangible personal property after it has made two determinations: the asset's marketability and its intended use by the

Foundation. Careful consideration will be given where the Foundation is obligated to maintain ownership of the property in perpetuity.

Questions the Foundation will consider regarding the acceptance of tangible personal property may include:

- Does the property fulfill the mission of the Foundation?
- Is the property marketable?
- Are there any undue restrictions on the use, display or sale of the property?
- Are there any public relations issues related to acceptance of the property?
- Are there carrying costs, such as insurance, lease space, maintenance to preserve value, costs of sale or appraisal, that will create a negative cash flow for the Foundation?

Personal Property may only be accepted after receipt and review of an appraisal qualified under relevant Internal Revenue Code requirements.

Other Property – Other property such as mortgages, notes, copyrights, royalties and easements, whether real or personal, may be accepted after prior approval of the Board of Directors. Debt-encumbered property will not be accepted unless extraordinary circumstances prevail and the acceptance is approved by the Board of Directors.

Special consideration shall be given to the nature of any gift of property, whether real or personal, as to whether it is in keeping with the mission of the Foundation prior to acceptance by the Foundation.

Property must be offered for sale to the public before sale to the Foundation directors, College trustees and employees, or their families.

### **Bequests**

Gifts through wills shall be actively encouraged by the Foundation.

Where persons indicate their intention to bequeath property other than cash or equivalents to the Foundation, the provisions of the preceding paragraphs of this policy statement shall be communicated to such persons where feasible and deemed appropriate.

Gifts-in-kind credit and recognition will be given only in cases where the actual value of the gift (i.e., listed stocks and bonds) can be determined or a qualified appraisal is submitted by a qualified appraiser for real estate of personal property or other satisfactory evidence of value. In the absence of satisfactory evidence of value, the donor's acknowledgement will state no value.

Gifts from the estates of deceased donors shall be accepted subject to the terms of the policy statement.

### **Charitable Trusts and Lead Trusts**

The Foundation encourages those interested in doing so to establish charitable remainder or lead trusts for the benefit of the organization. It is understood that charitable remainder or lead trusts and other deferred gifts shall be encouraged as vehicles, the primary purpose of which are to make gifts to the Foundation. Such trusts shall not be marketed as tax avoidance devices or as investment vehicles, as it is understood such activity may violate federal and/or state securities regulations.

The Foundation will not serve as trustee of a charitable remainder or lead trust of which it is also the beneficiary. The Foundation may, if necessary, assist in the selection of an appropriate and independent trustee.

The fees for management of a charitable remainder or lead trust will only be paid by the Foundation upon prior approval of the Board of Directors.

The Foundation will make no representations as to performance of trust assets or the manner in which charitable remainder or lead trust assets will be managed or invested by any corporate fiduciary who may be recommended by the Foundation, its employees or directors.

### **Gifts of Life Insurance**

The Foundation will consider all gifts of life insurance and will encourage donors to name the Foundation as the exclusive beneficiary for life insurance policies. The Foundation will also accept the naming of the Foundation as partial interest beneficiary of life insurance policies.

### **Payment of Fees Related to Gifts**

Finders Fees or Commissions – The Foundation will pay no fee to any person as consideration for directing a gift to the Foundation. It is understood that such fees may or may not be legal and that in the case of irrevocable deferred gifts which involve management of assets, the payment of such fee may amount to a violation of state and federal securities laws by the Foundation and its management and board of Directors.

In no event will a commission or finders fee of any type be paid to any party in connection with the completion of a gift to the Foundation.

Professional Fees – The Foundation prefers that the donor assume the cost of professional services rendered in connection with the completion of a gift to the Foundation.

Fees paid by the Foundation shall be directly related to the completion of a gift.

### **Professional Counsel**

Prospective donors shall be encouraged to seek their own legal and/or tax counsel.

### **Restrictions**

Restricted gifts are discouraged.

Any gift restrictions must comply with the guidelines detailed in the gift acceptance and scholarship policy statements and shall be in compliance with the law.

Restrictions on Use and Investment of Gifts – Restrictions on ways in which funds may be invested must be agreed to by the Finance Committee before acceptance of the gift.

### **Perpetual Endowments**

In the event that it becomes no longer possible to hold funds in endowment under the terms originally prescribed by the donor of such funds, applicable state laws will determine the subsequent use of such funds.

# 2009 SOCC Maintenance Projects "GO OREGON" SB 338 PROJECT UPDATES

ESTIMATED BUDGET			ACTUAL EXPENDITURES									9/10/2010
SB #	Project	Estimated Cost for Remaining Work	Committed for Construction	Contractor	Architectural Fees To Date	Architectural Reimbursables To Date	College Expenditures	Total to Date	Current Funds Remaining	Project Status		Estimate of Remaining Work
516	Roofing Replacement	\$ 670,000.00	\$ 657,226.11	Total	\$ 81,803.00	\$ 5,098.68	\$ 5,703.77	\$ 749,831.56	\$ (79,831.56)	OPEN	NEED	\$ -
	Randolph		\$ 108,664.19	Thompson1							\$79,831.56	
	Sitkum											
	Eden											
	Fairview											
	Lampa		\$ 132,482.92	Gayewski1								
	Sunset											
	Summer											
	Curry Co		\$ 18,954.00	Red Sky								
	Bldgs 325, 345, 370, 390, 480, & 491.		\$ 95,646.00	Thompson2								
	2010 Roofing: Prosper, Coaledo, Dellwood, Tioga		\$ 301,479.00	Gayewski Construction								
	Empire Glazing											
517	Roadway and Parking Lot Lighting	\$ 286,000.00	\$ 62,554.77	Total	\$ 18,332.50	\$ 1,481.82	\$ 203,520.86	\$ 285,889.95	\$ 110.05	OPEN	EXTRA \$110.05	\$ -
	Pole Bases		\$ 3,596.00	Kyle								
	Fixture Install		\$ 44,458.77	Lynn Electric								
09372	Safety Lighting		\$ 14,500.00	Reese3								
518	Walkway Covers Replacement	\$ 96,000.00	\$ 86,015.67	Total	\$ 8,346.25	\$ 450.15	\$ 1,187.93	\$ 96,000.00	\$ 0.00	CLOSED	CLOSED	\$ -
			\$ 78,582.67	Gayewski1								
			\$ 7,433.00	Johnson Rock1								
519	Screen Vent Replacement	\$ 39,483.25	\$ 35,902.00	Total	\$ 3,297.50	\$ 245.81	\$ 37.94	\$ 39,483.25	\$ -	CLOSED	CLOSED	\$ -
	(Initial Project Total: \$40,000.00)											
	Sitkum											
	Randolph		\$ 30,000.00	Thompson1								
	Coaledo											
	Dellwood		\$ 5,902.00	Coquille Sheeet Metal								
520	HVAC Replacement/Sitkum Hall	\$ 262,677.31	\$ 217,646.47	Total	\$ 42,836.88	\$ 1,392.90	\$ 801.06	\$ 262,677.31	\$ -	CLOSED	CLOSED	\$ -
	(Initial Project Total: \$423,000.00)		\$ 217,321.47	Thompson1								
			\$ 325.00	Reese Electric								
521	Randolph Hall Structural	\$ 60,868.87	\$ 52,644.62	Total	\$ 7,725.00	\$ 376.24	\$ 123.01	\$ 60,868.87	\$ -	CLOSED	CLOSED	\$ -
	(Initial Project Total: \$65,000.00)		\$ 23,924.95	Thompson1								
			\$ 25,438.67	OR Helical Piers								
			\$ 3,281.00	Benny Hempstead								
522	HVAC Replacement/Randolph Hall	\$ 470,000.00	\$ 413,612.99	Total	\$ 66,274.99	\$ 6,150.61	\$ 890.03	\$ 486,928.62	\$ (16,928.62)	OPEN	NEED \$16,928.62	\$ -
			\$ 226,647.99	Thompson1								
			\$ 325.00	Reese Electric								
	Eden HVAC		\$ 27,990.00	FM Sheet Metal								
	Tioga HVAC (Chiller)		\$ 158,650.00	FM Sheet Metal								
523	Site Paving	\$ 251,970.57	\$ 271,499.74	Total	\$ 75,625.75	\$ 5,146.15	\$ 5,000.00	\$ 357,271.64	\$ (105,301.07)	OPEN	NEED \$105,301.07	\$ -
	ADA @ Baseball Field		\$ 5,490.00	Knife River1								
	Parking by Soccer Field		\$ 28,403.96	Johnson Rock2								
	New Concrete Sidewalk - West Entry		\$ 64,115.00	Johnson Rock3								
	Parking lot by Rec Center		\$ 18,970.00	KnifeRiver2								
	ADA Ramp Repair		\$ 30,166.56	Caldwell1								
	Fairview Concrete		\$ 25,000.00	Gayewski - FUNDS TRANSFER								
	Campus Paving & Sidewalks		\$ 124,354.22	Laskey Clifton								

# 2009 SOCC Maintenance Projects "GO OREGON" SB 338 PROJECT UPDATES

ESTIMATED BUDGET												
ACTUAL EXPENDITURES												
9/10/2010												
SB #	Project	Estimated Cost for Remaining Work	Committed for Construction	Contractor	Architectural Fees To Date	Architectural Reimbursables To Date	College Expenditures	Total to Date	Current Funds Remaining	Project Status		Estimate of Remaining Work
524	Flooring	\$ 512,000.00	\$ 624,266.55	Total	\$ 50,096.25	\$ 3,420.25	\$ 1,099.12	\$ 678,882.17	\$ (166,882.17)	OPEN	NEED	\$ -
	Newmark		\$ 93,764.00	Lee Construction							\$166,882.17	
	Thresholds		\$ 2,448.00	Thompson2								
	Stensland		\$ 29,115.00	Modern Floors								
	Bldgs 325, 345, 370, 390, 480, & 491.		\$ 314,122.93	Thompson2								
	Flooring Replacement - 4 Bldgs		\$ 70,143.00	Modern Floors2								
	Lampa, Stensland, Tioga 5th		\$ 93,043.62	Waynes Color Center								
	Prosper - 2nd Floor		\$ 21,630.00	Terry Branson								
525	Coatings (painting)	\$ 665,000.00	\$ 369,770.61	Total	\$ 75,740.00	\$ 2,884.57	\$ 1,037.36	\$ 449,432.54	\$ 215,567.46	OPEN	EXTRA	\$ -
	Randolph Hall		\$ 50,000.00	Thompson1							\$215,567.46	
	Sitkum Hall											
	Newmark Center - Interior		\$ 24,533.00	DonnaRenae								
	Curry Campus - Exterior		\$ 11,022.83	Lea Constrction								
	Eden Hall											
	Sumner Hall											
	Sunset Hall		\$ 119,551.53	Gayewski								
	Fairview Hall											
	Lampa Hall											
	Bldgs 325, 345, 370, 390, 480, & 491.		\$ 85,591.25	Thompson2								
	B2 Classroom Exterior		\$ 4,429.00	Gayewski3								
	2010 Painting Projects		\$ 74,643.00	Sawyer2								
526	Tioga - Clean and Seal	\$ 86,000.00	\$ 73,899.00	Total	\$ 10,307.50	\$ 299.94	\$ 250.00	\$ 84,756.44	\$ 1,243.56	CLOSED	CLOSED	
			\$ 73,899.00	Sawyer Painting								
527	ADA Restrooms	\$ 600,000.00	\$ 419,606.00	Total	\$ 43,624.64	\$ 2,625.21	\$ 4,199.15	\$ 470,055.00	\$ 129,945.00	OPEN	EXTRA	\$ 30,799.00
	Randolph/Sitkum		\$ 386,305.00	Thompson1							\$129,945.00	
			\$ 1,096.00	J&S								
	Tioga		\$ 32,205.00	Taylor Site								
	Lampa	\$ 30,799.00									NEED (ESTIMATED)	
											\$6,000.00	
ESTIMATED ARCHITECTURAL FEES, REIMBURSABLES, COLLEGE EXPENDITURES - 3 MONTHS =												
TOTAL FUNDING PACKAGE			\$ 4,000,000.00	\$ 3,284,644.53	\$ 484,010.26	\$ 29,572.33	\$ 223,850.23	\$ 4,022,077.35	\$ (23,320.91)		-\$29,320.91	\$ -
<b>LEGEND:</b> <div> <div>Estimated Cost of Construction, Fees, Permits, and Contingency</div> <div>Project Completed</div> <div>Project in Construction</div> <div>Construction to begin when weather allows</div> <div>Funds Transfer Required</div> <div>Funds Available for Transfer</div> <div>Project on Hold - Not included in Total Estimated Shortfall</div> </div> <div> <b>Total Estimated Shortfall</b> <div>-\$29,320.91</div> </div>												



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## State-paid maintenance projects starting all over campus



The emergency economic legislation signed on February 5 to award money to state colleges, facilities, and agencies for deferred maintenance projects is starting to take hold in places all over the state. Locally, Southwestern Oregon Community College, who was awarded \$4 million through the "Go Oregon" state stimulus plan, is undertaking many maintenance projects on both the Coos Bay and Brookings campuses.

The projects include structural repairs, heating, painting, roof repairs, lighting upgrades, sidewalks, flooring, and several other projects that will improve the quality of the campus while putting people to work.

Many of the contracts have been awarded. A sample of those contracts: Modern Floors, Stensland flooring replacement; J&S Plumbing, demo of plumbing fixtures in Randolph Hall; Red Sky Roofing, Curry Campus roofing replacement; Oregon Helical Piers, Randolph Hall foundation; Knife River Materials, prep and pave asphalt path; Kyle Electric, provide and install 3 pole bases; Johnson Rock Products, walkway cover demo; Coquille Sheet Metal, screen vent replacement; Lee Construction, Newmark flooring replacement; Donna Renae Painting, Newmark interior painting; Lea Construction, Curry Campus painting; and, Benny Hempstead Excavating, demo of mortar set pavers and concrete slab outside Randolph Hall.

"I hope that the Go Oregon bill will have an impact on our local economy by putting local contractors to work," said Southwestern Interim President Dr. Patty Scott. "It has provided an otherwise unlikely opportunity for our campus to replace and repair building parts that are over 40 years old."

With so many projects going on at once, and a little uncertainty in how the stimulus plan was going to operate, there certainly have been some challenges in getting everything prepared. Sequencing of the projects is being planned by Crow Clay & Associates.

"Getting the projects underway while still trying to coordinate the most disruptive elements of the work with this year's summer break was a priority," said Mike Crow.

Campus leaders and Southwestern's Safety Committee encourage students, staff, faculty, and other visitors to be safe during this busy time on campus. Please be aware of work zones and report any unsafe situations to Campus Security or the Safety Committee. Most importantly, the college asks that people on campus forgive the excess noise and occasional obstacles. As much as the college would have strongly preferred to have delayed the process, the requirements of the state stimulus plan mandated that it start now. The original guidelines stated that all contracts had to be in place by May. However, the Oregon Legislature decided it wanted to move up the timetables and have the projects start by the end of April.



Oregon unemployment has recently surpassed 12%. The \$175 million stimulus Senate Bill 338 was signed with the intent of putting local people and businesses to work to improve infrastructure around the state. The stimulus bill also has the indirect effect of significantly lowering a backlog of maintenance projects on state-owned buildings and property. Southwestern received \$4 million of the \$55 million awarded to community colleges in Oregon.

The list of projects was developed by the legislature in consultation with the Governor's office with the requirement that projects cover all corners of Oregon and invest in schools, transportation, infrastructure and deferred maintenance. Projects were also examined to ensure that they are eligible and legal for bonding.

"With less than 30 days into session, the legislature crafted an Oregon economic stimulus plan that invests in needed repairs to our schools, transportation system and aging infrastructure while at the same time providing jobs to help families and get our economy moving," Governor Ted Kulongoski said when the Senate Bill 338 was signed.

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**Published Apr 23, 2009** (Updated Jun 22, 2009)

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<http://www.socc.edu/news/state-paid-maintenance-projects-starting-all-over-.shtml>



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**SOUTHWESTERN OREGON COMMUNITY COLLEGE  
GRANT FEASIBILITY FORM**



<b>Proposer's Name, Dept. and Phone #:</b>												<b>Decision:</b> <input type="checkbox"/> Yes <input type="checkbox"/> No
<b>Project Agency and Title:</b>												
<b>Bid Factors</b>	<b>Weighted Decision Criteria</b>											<b>Estimated Rating</b>
	<b>Negative</b>				<b>Neutral</b>			<b>Positive</b>				
	0	1	2	3	4	5	6	7	8	9	10	
1. <b>FIT WITH COLLEGE MISSION, STRATEGIC PLAN, RESEARCH FINDINGS</b>	Does not align with the College mission and plan				Marginally matches the College mission and plan			Helps fulfill the College mission and plan				
2. <b>BACKGROUND</b> (Expertise of College in project area)	Weak in area or totally new area to College				Average experience in this area			Strong experience in this area				
3. <b>PROPOSED COLLEGE PRINCIPAL INVESTIGATORS</b>	Poor in house teams with few available known new hires				Good in-house teams with good available new hires			Superb in-house teams with superb new hires				
4. <b>FINANCIAL POTENTIAL</b> (Return on investment)	Poor short term, poor long term, likely to cost college				Questionable long term, questionable short term			Excellent long term and short term, likely to yield a margin				
5. <b>TEAM MEMBERS</b> (College's partners and major subcontractors)	Partners and subcontractors dilute/weaken effort				Partners and subcontractors have no major effect			Partners and subcontractors have enhancing effect				
6. <b>ADVANCE INFORMATION ON RFP</b> (Adequate information to respond)	Did not expect RFP, unprepared				Generally up to date with RFP, no major negatives			Good, favorable information; ready to respond				
7. <b>COMPETITIVE ASSESSMENT</b> (Competition and funding probabilities)	Competition is very strong, odds are under 10%				Open competition, odds are 10-50%			Open competition, odds exceed 50%				
8. <b>CAPABILITY TO EFFECTIVELY RESPOND</b>	Do not have staff time to adequately respond				Stresses staff time, but are able respond			Have staff time to develop highly competitive proposal				
9. <b>FUNDING AGENCY CONTACT, HISTORY, AND RAPPORT</b>	College is unknown to this agency and staff				College is known to this agency and staff			College has well developed working relationship				
10. <b>COLLEGE RESOURCES</b> (Space, personnel, matching funds)	Requires significant investment of college resources				Requires marginal investment of college resources			Requires minimal investment of college resources				
<b>TOTAL SCORE (sum of scores for each factor evaluated)</b>												

THIS FORM IS TO BE COMPLETED BY THE GRANT PROPOSER AND BROUGHT TO THE GRANTS ADMINISTRATION DEPARTMENT FOR APPROVAL.

**Reviews Checklist:**

1) Does this project involve the purchase of IT-related equipment, or otherwise require time and expertise from IT and/or Media Services personnel?

☐ **Yes**      ☐ **No**

2) Does the project require any kind of modification to a room, building, or grounds, or involve the installation of large equipment or furniture?

☐ **Yes**      ☐ **No**

3) Are department and other relevant college administrators aware of the project, and are they supportive of it?

☐ **Yes**      ☐ **No**

4) Does the project require tracking of program or student outcomes?

***Signatures:***

**Project Proposer:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Supervisor or Instructional Dean:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Head of Grants Administration:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Vice President or President:** \_\_\_\_\_ **Date:** \_\_\_\_\_

# HAZARD COMMUNICATION PROGRAM

## GENERAL INFORMATION

Southwestern Oregon Community College is committed to preventing accidents and ensuring the safety and health of our employees. We will comply with all applicable federal and state health and safety rules and provide a safe, healthful environment for all our employees. This written hazard communication plan will be available in Administrative Services and on the SOCC intranet on the Safety page.

## PURPOSE

The purpose of Hazard Communication or Right-to-Know as it is sometimes called, is very simple: Employees have both a need and a right to know the hazards and identities of the chemicals to which they are exposed and the necessary protective measures to prevent injury or illness.

Availability of hazard information benefits both employers and employees. Employers are required to provide a safe and healthful workplace for employees, and will be able to do a better job when they have information about the potential hazards. Employees will be better able to take steps to protect themselves when they know what the hazards are and how to avoid exposure. The result will be a reduction in chemically-related occupational illnesses and injuries.

A chemical is defined as any element, chemical compound or mixture of elements and/or compounds. Chemical hazards arise from inhaling chemical agents in the form of vapors, gases, dusts, fumes, and mists or by skin contact with these materials. The degree of risk of handling a given substance depends on the magnitude and duration of exposure.

## CONTAINER LABELING

Plant Services will verify that all containers of hazardous materials received for use are labeled, tagged or marked with the following information:

- Be clearly labeled as to the contents
- Note the appropriate hazard warning
- List the manufacturer's name and address

See Appendix E Labeling Requirements.

No container will be released for use until the above data is verified. If new chemicals are received, the employee will notify Newmark Center Room 216 (Gary Risley) and the new Material Safety Data Sheet (MSDS) will be placed in the MSDS books and added to the chemical inventory list. When chemicals are introduced, the supervisor will do the following:

- Provide employees with information on the physical and health effects of the hazardous chemicals present in the workplace.
- Ensure that all secondary containers are labeled and identify the name and signal word of the chemical.

## MATERIAL SAFETY DATA SHEETS (MSDSS)

A Material Safety Data Sheet (MSDS) is a detailed information bulletin prepared by the manufacturer or importer of a chemical that describes the physical and chemical properties, physical and health hazards, routes of exposure, precautions for safe handling and use, emergency and first-aid procedures, and control measures. Information on an MSDS aids in the selection of safe products and helps prepare employers and employees to respond effectively to daily exposure situations as well as to emergency situations.

Copies of MSDSs for all hazardous chemicals to which employees of Southwestern may be exposed are found in each building on campus in the public spaces (the lobby, hallway, etc.). They are located near the first aid kits and Disaster Recovery Plan books.

## MSDS LOCATIONS

MSDS Books are found at the following locations on campus:

Coaledo Hall – Chemistry Lab #2 on west wall (specialty unit for Chem. Lab chemicals only)

Dellwood Hall – First Stop lobby

Eden Hall

Art Lab Sculpture area in E5 on south wall (specialty unit for Art Lab chemicals only)

Empire Hall/PAC – Outside the Blackbox Theatre near first aid/disaster recovery plan/fire extinguisher station

Fairview Hall

Machine Tools Shop – outside Machine Shop Classroom (specialty unit for Machine Lab chemicals only)

Family Center/Childcare – Outside Office 108 in hallway at first aid/disaster recovery plan/fire extinguisher station

Fire Science Building – in garage on south wall

Green House (specialty unit for Greenhouse chemicals only)

Lampa Hall – outside of men's/women's bathrooms on west wall near first aid/disaster recovery plan/fire extinguisher station

Maintenance Building – south wall in carpenter's shop.

Newmark Center – On first floor in lobby inside north entrance near fire extinguisher

OCCI (specialty unit for OCCI chemicals only) –

1 in Baking Kitchen 128 in northwest corner

1 in Prep Kitchen 136 in southwest corner

1 in À la Carte Kitchen 121 in southwest corner

Print Shop – in Mail Room on west wall (specialty unit for Print Shop chemicals only)

Recreation Center – Next to front desk/near climbing wall in lobby area

Randolph Hall - Outside women's restroom in hallway

Sitkum Hall – outside men's women's bathrooms in hallway near east entrance with first aid/fire extinguisher station.

Stensland Hall – in lobby area on south wall outside of bathrooms/next to door to Student Support Services

Sumner Hall – in Sumner 2 (specialty unit for Nursing chemicals only)

Sunset Hall – Office #7

Tioga Hall – First Floor – on west wall outside of T105 near first aid/disaster recovery plan/fire extinguisher station

They can also be found on the web at: <http://hazard.com/msds/index.php> The MSDS book is arranged in alphabetical order by the chemical's trade name or product name.

MSDSs will be available to all employees in their work area for review during each work shift. If MSDSs are not available or new chemicals in use do not have an MSDS, immediately contact Gary Risley at 541/888-7122. For more information on how to read a MSDS, see Appendix G Material Safety Data Sheets.

## EMPLOYEE INFORMATION AND TRAINING

Prior to starting work, each new employee of Southwestern will receive information and training on the following from their supervisor:

- An overview of the requirements contained in 1910.1200 – Hazard Communication Rule.
- Chemicals present in their workplace operations.
- Location and availability of the written hazard communication program.
- Physical and health effects of hazardous chemicals the employee comes in contact with.
- Methods and observation techniques used to determine the presence or release of hazardous chemicals in the work area.
- How to reduce or prevent exposure to these hazardous chemicals through use of control/work practices and personal protective equipment.
- Steps the College has taken to reduce or prevent exposure to these chemicals such as ventilation, presence of another employee for specific procedures, respirators, emergency procedures, etc.
- Safety emergency procedures to follow if the employee is exposed to these chemicals.
- How to read labels and review MSDSs to obtain appropriate hazard information.

After receiving training, each employee will sign page 4 of this document and send it to Administrative Services to verify they received the training and written materials, and understood the policies on hazard communication.

Prior to a new hazardous chemical being introduced into any area of this workplace, each employee of that area will be given information as outlined above. Gary Risley is responsible for ensuring that MSDSs on any new chemicals are available.

## HAZARDOUS CHEMICALS LIST

Appendix K is a list of all known hazardous chemicals used by Southwestern employees. More information on each chemical noted is available by reviewing the corresponding MSDS. Gary Risley is responsible for maintaining the chemical inventory list. Gary Risley should be notified of any new chemicals brought onto campus.

## HAZARDOUS NON-ROUTINE TASKS

Periodically, employees must perform hazardous non-routine tasks. Before starting work on such projects, each affected employee will be given information by the supervisor about hazardous chemicals to which they may be exposed during such activity. This information will include:

- Specific chemical hazards.
- Protective/safety measures employees can take.
- Measures the College has taken to reduce the hazards, including ventilation, respirators, presence of another employee, and emergency procedures.

Examples of non-routine tasks performed by employees of Southwestern would be:

Task: Change toner in copy machine

Hazardous Chemicals: Savin Toner Type 2522 Black

Task: Restriping curbs with yellow paint

Hazardous Chemicals: Yellow Zone Marking Paint

## CHEMICALS IN PIPES

Some work activities are performed by employees in areas where chemicals are transferred through pipes. Prior to starting work in these areas, employees will contact the Director of Plant Services for information regarding:

- The chemical in the pipes, or the insulation material on the pipe.
- Potential hazards.
- Safety precautions to be taken.

## INFORMING CONTRACTORS

It is the responsibility of the Director of Plant Services to provide contractors (with employees) the following information:

- Hazardous chemicals to which they may be exposed while on the job site, and the procedure for obtaining MSDSs.
- Precautions employees may take to lessen the possibility of exposure, by using appropriate protective measures, and an explanation of the labeling system used.

Also, it is the responsibility of the Plant Services Director to identify and obtain MSDSs for the chemicals the contractor is bringing into the workplace.



## Southwestern Oregon Community College

**I have been informed about the hazardous chemicals that I may be exposed to during my work and I have received training on the following topics:**

- An overview of the requirements in Oregon OSHA's hazard communication rules.
- Hazardous chemicals present in the workplace.
- The written hazard-communication plan.
- Physical and health effects of the hazardous chemicals.
- Methods to determine the presence or release of hazardous chemicals in the work area.
- How to reduce or prevent exposure to these hazardous chemicals through use of exposure controls/work practices and personal protective equipment.
- Steps we have taken to reduce or prevent exposure to these chemicals.
- Emergency procedures to follow if exposed to these chemicals.
- How to read labels and review material safety data sheets.

*Note to employee: This form becomes part of your personnel file; read and understand it before signing.*

Employee: \_\_\_\_\_ Date: \_\_\_\_\_

Trainer: \_\_\_\_\_ Date: \_\_\_\_\_

Please Return this Form to Administrative Services

# APPENDICES

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### SOLIDS

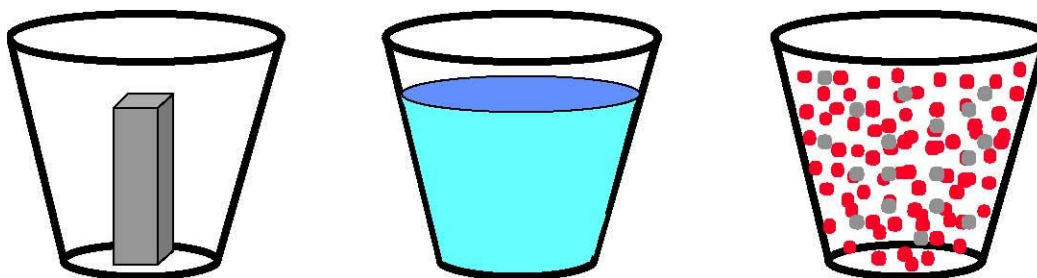
Solids have a definite shape and volume. Particles can be solid or liquid. Hazardous solid particles include silica, asbestos, lead, fumes, bacteria, fungi, fiberglass, wood, beryllium, phosphorus, and miscellaneous dusts.

### LIQUID

Liquids have an indefinite shape and take on the shape of the container in which they are contained. Liquid particles vary in size from aerosols, to mists and the much larger drops. Aerosols are an inhalation hazard. Larger particles are a skin absorption or ingestion hazard. Hazardous liquids or liquid particles include solvents such as turpentine, benzene, and alcohol. Flammable or combustible liquids, and numerous organic and inorganic compounds include paint thinners, coatings, paints, dry cleaning liquids, and pesticides.

### GAS

Gases take on both the shape and volume of their containers. Gases are materials whose physical state is a gas at normal temperature. All materials exist in the gas phase if the temperature is high enough. Vapors are gases formed when liquid evaporates. Hazardous simple asphyxiant gases include helium, nitrogen, hydrogen, and methane. Hazardous chemical asphyxiant gases include carbon monoxide, hydrogen cyanide, and hydrogen sulfide. The hazards of other gases is determined by their health and toxic effects. Some of these include hydrogen fluoride, sulfur dioxide, phosgene and ozone.



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### ABSORPTION

Contact with the skin may result in four possible actions:

- Skin acts as effective barrier.
- Skin reacts causing local irritation or skin destruction.
- Skin sensitization.
- Skin penetration to bloodstream.

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### INHALATION

Contact with respiratory system may result in two possible actions:

- If particle larger than 5 microns, normally expelled.
- If particle smaller than 5 microns, likely entry into alveolar sacs.

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### INGESTION

Contact with digestive system may result in two possible actions:

- Detoxification through dilution, enzyme action, and elimination.
- Absorption into the blood stream.

## APPENDIX C RULES HAZCOM DOES AND DOES NOT APPLY TO

### RULES APPLY TO...

Any chemical that employees may be exposed to under normal conditions of use in the workplace or in a foreseeable emergency. "Foreseeable emergency" means any potential occurrence such as equipment failure, rupture of containers, or failure of control equipment.

### RULES DO NOT APPLY TO...

**Hazardous waste** as defined by Solid Waste Disposal Act and subject to EPA.

**Hazardous substances** as defined by the Comprehensive Environmental Response, Compensation, and Liability Act and subject to EPA.

**Tobacco or tobacco products.**

**Wood or wood products**, including lumber which will not be processed, where only flammable or combustible hazards exist. Wood or wood products which have been treated with a hazardous chemical covered by the standard, and wood which may be subsequently sawed or cut, generating dust, are not exempted.

**Articles** - a manufactured item other than a fluid or particle that does not release more than minute or trace amounts of hazardous chemicals and does not pose physical or health hazard.

**Food or alcoholic beverages sold**, used, or prepared in a retail establishment. Foods intended for personal consumption.

**Drugs** as defined by the Federal Food, Drug, and Cosmetic Act, in solid, final form for direct administration to a patient.

**Drugs packaged** by manufacturers for sale in retail establishments (e.g., over-the-counter drugs).

**Drugs intended** for personal consumption (e.g., first aid supplies).

**Cosmetics** packaged for sale in retail establishments or intended for personal consumption.

**Consumer products** or hazardous substances defined by Consumer Product Safety Act and Federal Hazardous Substances Act used in same manner and ranges of exposure (frequency and duration) as that experienced by consumers.

**Nuisance particulates** that do not pose physical or health hazards.

**Ionizing and nonionizing radiation**

**Biological hazards**

## APPENDIX D DISPOSAL OF CHEMICALS: AGENCY CONTACTS

Handle all containers with great care! Aged chemicals such as ether may form explosive compounds! Contact your local fire department or the State Fire Marshal (503) 378-3473, for safe handling of suspect containers.

Dispose of all products whose contents are not known in accordance with the Waste Management and Cleanup Division of the Department of Environmental Quality (DEQ).

- » Portland (503) 229-5263
- » Salem (503) 378-8240
- » Bend (541) 388-6146
- » Pendleton (541) 276-4063
- » Medford (541) 776-6010

If you have empty containers and need to dispose of them, contact the Oregon Agricultural Chemical & Fertilizer Association (OACFA), (503) 370-7024 and mention the Pesticide Container Management Program. The Pesticide Container Management Program organizes collection sites throughout the state at various times each year.

## APPENDIX E LABEL REQUIREMENTS

All hazardous chemical containers must have labels. Labels provide a brief synopsis of the hazards of the chemicals at the site where the chemical is used in the work area.

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### PRIMARY CONTAINER LABEL

A container used by the chemical manufacturer, distributor, or importer to store and transport hazardous chemicals. Needs to include:

- Identification of chemical.
- Appropriate warning hazard. Specifies physical or health hazard including target organ effects.
- Manufacturer's name and address.

---

### SECONDARY CONTAINER LABEL

Used by the employer to store, apply, and transport hazardous chemicals. Needs to include:

- Identification of chemical.
- Appropriate warning hazard. Specifies physical or health hazard including target organ effects. May use words, pictures, symbols or combination to provide general information about hazards.

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### PORTABLE CONTAINER LABEL

Portable containers used to transfer, store, or apply hazardous chemicals. May include bottles, cans, boxes, and sprayers.

Must be labeled unless intended for immediate use, and under the continuous control of and used *only* by the person who transfers it from a labeled container during the work shift in which it was transferred.

"Immediate use" means that the hazardous chemical will be under the control of and used only by the person who transfers it from a labeled container and only within the work shift in which it is transferred.

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### STATIONARY PROCESS CONTAINER LABEL

Usually a large unmovable tank, vessel or barrel used to store hazardous chemicals

Must identify chemical and appropriate hazard warning. May use signs, placards, process sheets, batch tickets, operating procedures, other written materials.

## APPENDIX F OTHER LABELING REQUIREMENTS

- **Pipes And Piping Systems**

Those pipes and piping systems containing or transporting hazardous chemicals must be labeled according to Division 2/Z, Hazardous Materials.

- **Never Deface Or Remove Labels**

Unless container is immediately marked with the required information. There is no need to affix a new label if old label meets labeling requirements.

- **Must Be Legible**

Must be legible and in English .

- **Prominently Displayed**

- **Portable Container Label**

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### HAZARD COMMUNICATION LABELS ARE NOT REQUIRED ON

- Pesticides subject to Federal Insecticide, Fungicide, and Rodenticide Act.
- Chemical Substances or mixtures subject to Toxic Substances Control Act (EPA)
- Food, food additives, color additives, drugs, cosmetics, or medical or veterinary devices or products regulated by Federal Food, Drug, and Cosmetic Act or the Virus-Serum-Toxin Act and subject to FDA or Department of Agriculture.
- Distilled spirits (beverage alcohols), wine or malt beverages intended for nonindustrial use when regulated by the Federal Alcohol Administration Act and subject to Bureau of Alcohol, Tobacco, and Firearms.
- Agricultural or vegetable seeds treated with pesticides and labeled in accordance with the Federal Seed Act issued by the Department of Agriculture.

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### SOLID MATERIALS (METAL, WOOD, PLASTIC)

Label required only with initial shipment. Need not be included with subsequent shipments unless information on the label changes.

## APPENDIX G MATERIAL SAFETY DATA SHEETS (MSDS)

MSDS books are found in each building on campus in the public spaces (the lobby, hallway, etc.). They are located near the first aid kits and Disaster Recovery Plan books. They can also be found on the web at: <http://www.ilpi.com/msds/>

What information is required on an MSDS? MSDS must be written in English and contain the following information:

1. **Chemical Identity:** Name of the product including the common name if one exists
2. **Manufacturer's Information:** Name, address, phone number, and emergency phone number of the manufacturer.
3. **Hazardous Ingredients/Identity Information:** List of hazardous chemicals. Depending on the state, the list may contain all chemicals even if they are not hazardous, or only those chemicals that have OSHA standards. Since chemicals are often known by different names, all common (trade) names should be listed. The OSHA Permissible Exposure Limit (PEL) for each hazardous ingredient must be listed.
4. **Physical/Chemical Characteristics:** Boiling point, vapor pressure and density, melting point, evaporation rate, etc.
5. **Fire and Explosion Hazard Data:** Flash point, flammability limits, ways to extinguish, special firefighting procedures, and unusual fire and explosion hazards.
6. **Reactivity Data:** How certain materials react with others when mixed or stored together.
7. **Health Hazard Data:** Health effects (acute=immediate; chronic=longterm), ways the hazard can enter the body (lungs, skin, or mouth), signs and symptoms of exposure, emergency and first-aid procedures, and any medical conditions which are generally recognized as being aggravated by exposure to the chemical.
8. **Precautions of Safe Handling and Use:** What to do in case materials spill or leak, how to dispose of waste safely, how to handle and store materials in a safe manner, appropriate hygienic practices, and protective measures to be used during the repair and maintenance of contaminated equipment.
9. **Control Measures:** Ventilation (local, general, etc.), type of respirator/filter to use, other appropriate engineering controls, work practices or personal protective equipment (PPE) such as gloves, safety glasses, or goggles, face shields, aprons, etc.
10. **Primary Routes of Entry:** inhalation, absorption, etc.
11. **Emergency and First-Aid Procedures:** flushing with water, removal to fresh air, etc.

Below is a sample MSDS for you to view. The most important sections are highlighted; these are the sections you need to familiarize yourself with before you use a chemical.

**PLEASE NOTE, BEFORE YOU USE A CHEMICAL, YOU MUST KNOW WHERE TO LOCATE THE MSDS FOR IT, HOW TO READ THE MSDS, AND ANY PERSONAL PROTECTIVE EQUIPMENT REQUIRED TO HANDLE THE CHEMICAL SAFELY. YOU SHOULD ALSO BE FAMILIAR WITH CONTROL MEASURES AND FIRST AID MEASURES IN CASE OF ACCIDENTAL EXPOSURE.**

# MATERIAL SAFETY DATA SHEET FOR ODORIZED PROPANE

## 1. Chemical Product and Company Identification

**Product Name:** Odorized Commercial Propane

**Chemical Name:** Propane

**Chemical Family:** Paraffinic Hydrocarbon

**Formula:** C<sub>3</sub>H<sub>8</sub>

**Synonyms:** Dimethylmethane, LP-Gas, Liquefied Petroleum Gas (LPG), Propane, Propyl Hydride

**Transportation Emergency Number:**

CHEMTREC 1-800-424-9300

**Name & Address:**

AmeriGas Propane, L.P.

P. O. Box 965

Valley Forge, PA. 19482

**For General Information, Call:**

1-610-337-1000, Safety Dept.

## 2. Composition / Information on Ingredients

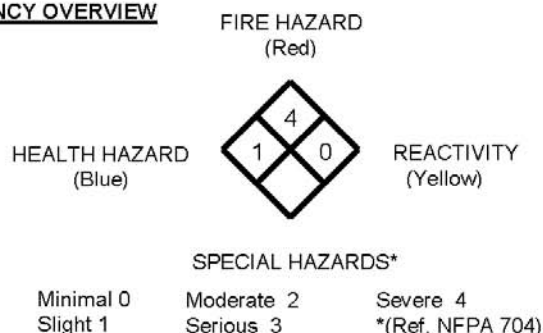
INGREDIENT NAME /CAS NUMBER	PERCENTAGE	OSHA PEL	ACGIH TLV
Propane / 74-98-6 .....	87.5 - 100	1,000 ppm	Simple asphyxiant
Ethane / 74-84-0 .....	0 - 7.0		Simple asphyxiant
Propylene / 115-07-1 .....	0 - 5.0		Simple asphyxiant
Butanes / 106-97-8 .....	0 - 2.5		Simple asphyxiant
Ethyl Mercaptan / 75-08-1 .....	0 - 50 ppm	0.5 ppm	0.5 ppm

**WARNING:** The intensity of the chemical odorant (e.g., ethyl mercaptan) may "fade" or diminish due to chemical oxidation, adsorption or absorption. Individuals with nasal perception problems may not be able to smell the odorant. Leaking propane from underground gas lines may lose its odor as it passes through certain soils. No odorant is effective 100% of the time. Therefore, circumstances can exist when individuals are in the presence of leaking propane and not be alerted by the smell. Contact AmeriGas for more information about odor, propane gas detectors and other safety considerations associated with the handling, storage and use of propane.

## 3. Hazards Identification

### EMERGENCY OVERVIEW

**DANGER!** Flammable liquefied gas under pressure. Keep away from heat, sparks, flame, and all other ignition sources. Vapor replaces oxygen available for breathing and may cause suffocation in confined spaces. Use only with adequate ventilation. Reliance upon detection of odor may not provide adequate warning of potentially hazardous concentrations. Vapor is heavier than air; may collect at low levels. Liquid can cause freeze burn similar to frostbite. Do not get liquid in eyes, on skin, or on clothing. Avoid breathing vapor. Keep service valve closed when not in use.



### POTENTIAL HEALTH EFFECTS INFORMATION

#### ROUTES OF EXPOSURE:

**Inhalation:** Asphyxiation. Before suffocation could occur, the lower flammability limit of propane in air would be exceeded, possibly causing both an oxygen-deficient and explosive atmosphere. Exposure to concentrations >10% may cause dizziness. Exposure to atmospheres containing 19% or less oxygen will bring about unconsciousness without warning. Lack of sufficient oxygen may cause serious injury or death.

**Eye Contact:** Contact with liquid can cause freezing of tissue.

**Skin Contact:** Contact with liquid can cause frostbite.

**Skin Absorption:** None.

**Ingestion:** Ingestion is not expected to occur in normal use. However, liquid can cause freeze burn similar to frostbite.

**CHRONIC EFFECTS:** None.

**CARCINOGENICITY:** Propane is not listed by NTP, OSHA or IARC.

## 4. First Aid Measures

**INHALATION:** Individuals suffering from lack of oxygen should be removed to fresh air. If victim is not breathing, administer artificial respiration. If breathing is difficult, administer oxygen. Obtain immediate medical assistance.

**EYE CONTACT:** Gently flush eyes with lukewarm water. Obtain immediate medical assistance.

**SKIN CONTACT:** Remove saturated clothes, shoes and jewelry. Immerse affected area in lukewarm water not exceeding 105° F. Keep immersed. Obtain immediate medical assistance.

INGESTION: If swallowed, obtain immediate medical assistance.

## 5. Fire-Fighting Measures

**FLASH POINT:** -156°F (-104°C)

**AUTOIGNITION:** 842°F (432°C)

**IGNITION TEMPERATURE IN AIR:** 920°F to 1120°F (493°C to 549°C)

**FLAMMABLE LIMITS IN AIR (% by volume):** Lower: 2.15% Upper: 9.6%

**EXTINGUISHING MEDIA:** Dry chemical, CO<sub>2</sub>, water spray or fog for surrounding area. Do not attempt to extinguish fire until propane source is isolated.

**SPECIAL FIRE-FIGHTING INSTRUCTIONS:** Evacuate all unnecessary personnel from the area. Allow only properly trained and protected emergency response personnel in area. A NIOSH approved self-contained breathing apparatus may be required. If gas flow cannot be shut off, do not attempt to extinguish fire. Allow fire to burn itself out. Use high volume water supply to cool exposed pressure containers and nearby equipment. Approach a flame-enveloped container from the sides, never from the ends. Use extreme caution when applying water to a container that has been exposed to heat or flame for more than a short time. For uncontrollable fires and/or when flame is impinging on container, withdraw all personnel and evacuate vicinity immediately.

**UNUSUAL FIRE AND EXPLOSION HAZARDS:** Propane is heavier than air and can collect in low areas. Flash back along a vapor trail is possible. Pressure in a container can build up due to heat; and, container may rupture suddenly and violently without warning if pressure relief devices fail to function properly. If flames are against the container, withdraw immediately on hearing a rising sound, if venting increases in volume or intensity or if there is discoloration of the container due to fire. Propane released from a properly functioning relief valve on an overheated container can also become ignited.

**HAZARDOUS COMBUSTION PRODUCTS:** None.

## 6. Accidental Release Measures

**IF MATERIAL IS RELEASED OR SPILLED:** Evacuate the immediate area. Eliminate any possible sources of ignition and provide maximum ventilation. Shut off source of propane, if possible. If leaking from container or valve, contact your supplier or AmeriGas immediately.

## 7. Handling and Storage

**HANDLING PRECAUTIONS:** Propane vapor is heavier than air and can collect in low areas that are without sufficient ventilation. Conduct system checks for leaks with a leak detector or solution, never with flame. Make certain the container service valve is shut off prior to connecting or disconnecting. If container valve does not operate properly, discontinue use and contact AmeriGas. Never insert an object (e.g., wrench, screwdriver, pry bar, etc.) into pressure relief valve or cylinder valve cap openings. Do not drop or abuse cylinders. Never strike an arc on a gas container or make a container part of an electrical circuit. See Section 16, "OTHER INFORMATION", for additional precautions.

**STORAGE PRECAUTIONS:** Store in a safe, authorized location (outside, detached storage is preferred) with adequate ventilation. Specific requirements are listed in NFPA 58, LP-GAS CODE. Isolate from heat and ignition sources. Containers should never be allowed to reach temperature exceeding 125°F (52°C). Isolate from combustible materials. Provide separate storage locations for other compressed and flammable gases. Propane containers should be separated from oxygen cylinders or other oxidizers by a minimum distance of 20 feet, or by a barrier of non-combustible material at least 5 feet high having a fire rating of at least 1/2 hour. Full and empty cylinders should be segregated. Keep cylinders in an upright position at all times so that each pressure relief valve communicates with the vapor space. Keep container valve closed and plugged or capped when not in use. Install protective caps when cylinders are not connected for use. Empty containers retain some residue and should be treated as if they were full.

## 8. Exposure Control / Personal Protection

### ENGINEERING CONTROLS

Ventilation: Provide ventilation adequate to ensure propane does not reach a flammable mixture.

### RESPIRATORY PROTECTION

**General Use:** None.

**Emergency Use:** If concentrations are high enough to warrant supplied-air or NIOSH self-contained breathing apparatus, then the atmosphere may be flammable (See Section 5). Appropriate precautions must be taken regarding flammability.

**PROTECTIVE CLOTHING:** Avoid skin contact with liquid propane because of possibility of freeze burn. Wear gloves and protective clothing that are impervious to the product for the duration of the anticipated exposure.

**EYE PROTECTION:** Safety glasses, goggles or face shields are recommended when handling cylinders.

**OTHER PROTECTIVE EQUIPMENT:** Safety shoes are recommended when handling cylinders.

## 9. Physical and Chemical Properties

**BOILING POINT:** @ 14.7 psia = -44° F (@1.00 atm.pressure = -42°C)

**SPECIFIC GRAVITY OF VAPOR** (Air = 1) at 60° F (15.56°C): 1.50

**SPECIFIC GRAVITY OF LIQUID** (Water = 1) at 60° F: 0.504

**VAPOR PRESSURE:** @ 70° F (20°C) = 127 psig; @ 105° F (45°C) = 210 psig; @ 130°F (55°C) = 287 psig

**EXPANSION RATIO** (From liquid to gas @ 14.7 psia): 1 to 270

**SOLUBILITY IN WATER:** Slight, 0.1 to 1.0%

**APPEARANCE AND ODOR:** A colorless and tasteless gas at normal temperature and pressure. An odorant (ethyl mercaptan) is added to provide a strong unpleasant odor. Should a propane-air mixture reach the lower limits of flammability, the ethyl mercaptan concentration will be approximately 0.5 ppm in air.

**ODORANT WARNING:** Odorant is added to aid in the detection of leaks. One common odorant is ethyl mercaptan, CAS No. 75-08-1. Odorant has a foul smell. The ability of people to detect odors varies widely. Also, the odor level can be reduced by certain chemical reactions with material in the propane system or when fugitive propane gas from underground leaks passes through certain soils. No odorant will be 100% effective in all circumstances. If the presence of the odorant is not obvious, notify AmeriGas immediately.

## 10. Stability and Reactivity

**STABILITY:** Stable.

**Conditions to Avoid:** Keep away from high heat, strong oxidizing agents and sources of ignition.

**REACTIVITY:**

**Hazardous Decomposition Products:** Under fire conditions, fumes, smoke, carbon monoxide, aldehydes and other decomposition products. In most applications where there is inadequate venting to the outside air, incomplete combustion will produce carbon monoxide (a toxic gas) and potentially develop concentrations that can create a serious health hazard.

**Hazardous Polymerization:** Will not occur.

## 11. Toxicological Information

Propane is non-toxic and is a simple asphyxiant. It has slight anesthetic properties. Higher concentrations may cause dizziness.

**IRRITANCY OF MATERIAL:** None.

**REPRODUCTIVE EFFECTS:** None

**TERATOGENICITY:** None

**SENSITIZATION TO MATERIAL:** None

**MUTAGENICITY:** None

**SYNERGISTIC MATERIALS:** None

## 12. Ecological Information

No adverse ecological effects are expected. Propane does not contain any Class I or Class II ozone-depleting chemicals (40 CFR Part 82). Propane is not listed as a marine pollutant by DOT (49 CFR Part 171).

## 13. Disposal Considerations

**WASTE DISPOSAL METHOD:** Do not attempt to dispose of residual or unused product in the container; return it to your supplier or contact AmeriGas for safe disposal. Residual product within a process system may be burned at a controlled rate if a suitable burning unit is available on site, and is done in accordance with federal, state and local regulations.

## 14. Transport Information

**DOT SHIPPING NAME:** Liquefied Petroleum Gas

**IDENTIFICATION NUMBER:** UN 1075

**IMO SHIPPING NAME:** Propane

**IMO IDENTIFICATION NUMBER:** UN 1978

**HAZARD CLASS:** 2.1 (Flammable Gas)

**PRODUCT RQ:** None

**SHIPPING LABEL (S):** Flammable Gas

**PLACARD (WHEN REQUIRED):** Flammable Gas

**SPECIAL SHIPPING INFORMATION:** Container must be transported in a well-ventilated vehicle, secured, and in a position such that the pressure relief device is in communication with the vapor space.

## 15. Regulatory Information

The following information concerns U.S. Federal regulatory requirements potentially applicable to this product. Not all such requirements are identified. Users of this product are responsible for their own regulatory compliance on a federal, state [provincial] and local level.

### U.S. FEDERAL REGULATIONS

#### Environmental Protection Agency (EPA)

*Comprehensive Environmental Response, Compensation and Liability Act of 1980 (CERCLA)* - 40 CFR Parts 117 and 302

**Reportable Quantity (RQ):** None

*Superfund Amendment and Reauthorization Act (SARA)*

- Sections 302/304: Relates to emergency planning on threshold planning quantities (TPQ) and release reporting based on reportable quantities (RQ) of EPA's extremely hazardous substances (40 CFR Part 355).

**Extremely Hazardous Substances:** None

**Threshold Planning Quantity (TPQ):** None

- Sections 311/312: Relates to submission of material safety data sheets (MSDSs) and chemical inventory reporting with identification of EPA-defined hazard classes (40 CFR Part 370). The hazard classes for this product are:

**IMMEDIATE:** No **PRESSURE:** Yes **DELAYED:** No **REACTIVITY:** No **FLAMMABLE:** Yes

- Section 313: Relates to submission of annual reports of release of toxic chemicals that appear in 40 CFR Part 372. Propane does not require reporting under Section 313.

#### Toxic Substance Control Act (TSCA)

Propane is listed on the TSCA inventory.

#### Occupational Safety and Health Administration (OSHA)

The following 29 CFR Parts may apply to propane:

**29 CFR 1910.110:** *Storage and Handling of Liquefied Petroleum Gases*

**29 CFR 1910.119:** *Process Safety Management of Highly Hazardous Chemicals*

**29 CFR 1910.1200:** *Hazardous Communications*

#### Food and Drug Administration (FDA)

**21 CFR 184.1655:** Generally recognized as safe (GRAS) as a direct human food ingredient when used as a propellant, aerating agent and gas.

## 16. Other Information

**SPECIAL PRECAUTIONS:** Use piping and equipment adequately designed to withstand pressure to be encountered. NFPA 58, LP-GAS CODE and OSHA 29 CFR 1910.10 require that all persons employed in handling LP-gases be trained in proper handling and operating procedures, which the employer shall document. Contact your propane supplier or AmeriGas to arrange for the required training. Allow only trained and qualified persons to install and service propane containers and systems.

### ISSUE INFORMATION

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**Issued By:** Director of Safety

**Supersedes Date:** April 2002

**Phone Number:** 1-610-337-7000

This material safety data sheet and the information it contains is offered to you in good faith as accurate. This Supplier does not manufacture this product, but is a supplier of the product that is independently produced by others. Much of the information contained in this data sheet was received from sources outside our Company. To the best of our knowledge this information is accurate, but this Supplier does not guarantee its accuracy or completeness. Health and safety precautions in this data sheet may not be adequate for all individuals and/or situations. It is the user's obligation to evaluate and use this product safely, comply with all applicable laws and regulations and to assume the risks involved in the use of this product.

NO WARRANTY OR MERCHANTABILITY, FITNESS FOR ANY PARTICULAR PURPOSES, OR ANY OTHER WARRANTY IS EXPRESSED OR IS TO BE IMPLIED REGARDING THE ACCURACY OF COMPLETENESS OF THIS INFORMATION, THE RESULTS TO BE OBTAINED FROM THE USE OF THIS INFORMATION OR THE PRODUCT, THE SAFETY OF THIS PRODUCT, OR THE HAZARDS RELATED TO ITS USE.

A chemical is any element, chemical compound or mixture of elements and/or compounds. Chemicals can be found in three states, solid, liquid or gas.

**Alcohol** - A class of generally colorless, flammable and/or combustible liquids. Uses include solvent, fuel, cleaning fluids, detergents, and antifreeze. Hazard: Restricted function/ damage to central nervous system and liver, vision impairment, flammable.

**Argon** - A colorless, odorless element. Uses include shield in arc welding, furnace brazing, electric and specialized light bulbs and for use in geigercounting tubes, and lasers. Hazard: May cause dizziness and drowsiness and rapid suffocation. In liquid form, is extremely cold and may cause frostbite.

**Asbestos** - A group of impure magnesium silicate minerals which occur in fibrous form. Includes the forms chrysotile and tremolite. Uses include fireproofing, insulation, reinforcing agent in rubber and plastics and paint filler. Hazard: Restricted pulmonary function, dyspnea, fibrosis, confirmed human carcinogen producing lung tumors.

**Benzene** - A colorless to light yellow liquid with an aromatic odor derived from production of gasoline. Used in the production of styrene, synthetic detergents, insecticides, fumigants, solvents, paint removers, rubber cement and antiknock gasoline. Hazard: Confirmed human carcinogen producing myeloid leukemia, Hodgkin's disease, and lymphomas by inhalation, a dangerous fire hazard when exposed to heat or flame.

**Beryllium** - A hard brittle, gray-white metal. Resistant to oxidation at ordinary temperatures. Used in computer parts, x-ray tubes, gyroscopes and rocket fuel additive. Hazard: Highly toxic, especially by inhalation of dust. Long term exposure may cause weight loss, weakness, cough, extreme difficulty in breathing and cardiac failure.

**Botulin** - Bacteria responsible for botulism, an extremely severe form of food poisoning due to the neurotoxin produced by *Clostridium botulinum* sometimes found in imperfectly preserved or canned foods.

**Carbon Dioxide** - A colorless, odorless gas. Used in refrigeration, carbonated beverages, fire extinguishing, aerosols, and medicine. Hazard: Asphyxiant, can increase respiration and heart rate. May cause dizziness and drowsiness.

**Carbon monoxide** - A practically odorless colorless gas. Derived as a by-product of internal combustion engines. Hazard: When inhaled, enters the blood, attaches to hemoglobin so that it cannot accept oxygen causing chemical asphyxia.

**Chromium** - A hard, brittle, semi-gray metal. Uses includes alloys and plating element on metal and plastic substrates for corrosion resistance. Protective coating for automotive and equipment accessories. Hazard: Chromium compounds are suspected of producing tumors of the lungs and nasal cavity. Corrosive action on the skin and mucous membranes. If exposure continues, perforation of the nasal septum may result.

**Copper** - A metal with a distinctive reddish color. Uses include electric wiring, plumbing, heating, chemical and pharmaceutical machinery. A necessary trace element in human diet because it aids in the formation of bones and blood. Hazard: Human systemic ingestion include nausea and vomiting.

**Helium** - A colorless, nontoxic, noncombustible gas. Uses include welding, leak detection, chromatography, geological dating, diving. Hazard: Simple asphyxiant.

**Hydrogen** - A nontoxic, non corrosive gas. Uses include production of synthetic ammonia and methanol, production of hydrochloric acid, and refining petroleum. Hazard: Highly flammable and explosive, simple asphyxiant.

**Hydrogen cyanide** - A water-white liquid with a faint bitter almond odor. Used to manufacture acrylonitrile, dyes, and as a fumigant for orchards and tree tops. Hazard: Chemical asphyxia.

**Hydrogen fluoride (Hydrofluoric acid)** - A colorless, liquid. Used to polish, etch and frost glass, also used in the production of aluminum, brass, stainless and other alloy steels. Hazard: Highly corrosive to skin and mucous membranes. Highly toxic to by ingestion and inhalation.

**Hydrogen sulfide** - A colorless gas with rotten eggs odor. Used to purify hydrochloric and sulfuric acids, and to manufacture elementary sulfur. Hazard: Chemical asphyxia.

**Lead** - A heavy, ductile, soft gray metal. Relatively impenetrable to radiation. Uses include storage batteries, cable covering, ammunition, pipe, solder and alloys, paint base. Hazard: Long term exposure damages the blood-forming bone marrow and the urinary, reproductive, and nervous systems.

**Manganese** - A brittle, silvery metal associated with iron ores. Uses include steel manufacture, improved corrosion resistance and hardness and an essential element for plant and animal life. Hazard: Prolonged inhalation of fume or dust is damaging to the central nervous system. Dust or powder is flammable.

**Methane** - A colorless, odorless, tasteless gas. Used as a fuel and for the production of methanol, acetylene, chloroform, methylene chloride and methyl chloride. Hazard: Simple asphyxiant, severe fire and explosion hazard.

**Molybdenum** - A gray metal or black powder. Used as an alloying agent in steels and cast iron, pigments for printing inks, paints, and ceramics and hair dye. Essential for life. Hazard: Flammable in form of dust or powder. Acute exposures may include severe gastrointestinal irritation with diarrhea, coma, and death from heart failure.

**Nickel** - A malleable, silvery metal with excellent resistance to corrosion. Used in the production of alloys, electroplating, alkaline batteries, and ceramics. Essential element for life. Hazard: Ingestion of may cause nausea, vomiting and diarrhea. Hypersensitivity to nickel is common and can cause allergic contact dermatitis, pulmonary asthma, and conjunctivitis.

**Nitrogen** - A colorless, odorless, tasteless gas constituting about 4/5 of the air we breathe. Used in the production of ammonia, acrylonitrile, quick-freezing foods, cryogenics, inflating tires. Hazard: Simple asphyxiant.

**Ozone** - A blue gas with pungent odor. Uses include purification of drinking water, industrial waste treatment, bleaching waxes, textiles, hormone and steroid manufacture. Hazards: Eye, mucous membrane irritant, may cause pulmonary edema and chronic respiratory disease, dangerous fire and explosion hazard.

**Phosgene** -A colorless to light yellow gas. Uses include pesticide and herbicide manufacture, dyes, production of isocyanates, and organic carbonates. Hazards: Highly toxic, symptoms include burning eyes, vomiting, and chest pain.

**Phosphorus** - A nonmetallic white, yellow, red, or black rock. Uses include pyrotechnics, rodenticides, additive to semiconductors. Hazard: Ignites spontaneously at 86° F. Irritant to eyes and respiratory system. May cause anemia, swelling, skin burns, and abdominal pain.

**Silica** - Found in nature as sand, quartz, flint, diatomite. Uses include manufacture of glass, ceramics, cosmetics, insecticides and abrasives. Hazard: Pneumoconiosis, Silicosis.

**Sulfur dioxide** -A colorless gas with sharp pungent odor. Uses include beer and wine preservative, fumigation, refrigeration, and production of sulfuric acid, potassium and sodium. Hazards: Highly toxic, symptoms include irritation and burning of eyes, nose, throat.

**Tin** - A silver white solid. Uses include tinplating, pewter, bronze, packaging and wrapping foil, organ pipes, dental amalgams, chemicals manufacture. Essential life element. Hazards: Eye and skin irritant. Combustible in the form of dust when exposed to heat or by spontaneous chemical reaction with various elements.

**Turpentine** - A colorless liquid with a penetrating odor; lighter than water. Uses include solvent, thinner for paint and varnish, insecticide, medicines and perfumes. Hazard: Flammable. Eye, nose, throat irritant. Headache and vertigo.

**Zinc** -A shining white metal with bluish gray luster extracted from ores. Uses include alloy manufacture, galvanizing iron, automotive parts, dry cell batteries, fungicides, nutrition (essential growth element). Hazard (dust): Flammable, dangerous fire and explosion risk. In bulk when damp may heat and ignite spontaneously on exposure to air. Hazard: Cough, dyspnea, and sweating. A human skin irritant. When heated, it evolves a fume of zinc oxide, which, when inhaled fresh, can cause "brass chills," resulting in a sweet taste, throat dryness, cough, weakness, generalized aching, fever, nausea, and vomiting.

## APPENDIX I REGULATORY AGENCIES FOR CHEMICAL STORAGE

Oregon Occupational Safety and Health Division (OR-OSHA) Technical Assistance Section 1-800-922-2689 (areas outside Salem) or 378-3272 (in Salem)

Oregon Department of Environmental Quality (DEQ) Waste Management & Cleanup Division (Information Receptionist) 1-503-229-5913 (Portland Office)

Oregon Department of Agriculture (ODA) Pesticide Division (Information Receptionist) 1-503-986-4635 (Salem Office)

State Fire Marshall Codes and Technical Support 1-503-378-3473 Ext: 208 (Salem Office)

Building Codes Division Customer Service 1-503-378-5838 (Salem Office)

If your company uses many chemicals in the normal course of work, it may be impractical to train employees on each chemical to which they may be exposed. The hazard communication standard does allow employers to group chemicals by hazardous characteristics for the purpose of MSDS maintenance and training. On the following pages are examples of hazardous chemical groupings. It is extremely important that employees who use hazardous chemicals on a regular basis are familiar with handling procedures, associated hazards, proper personal protective equipment, and emergency procedures for those chemicals. In an emergency, you will probably not have time to review response actions in the MSDS. Bottom line... know your chemicals and know emergency procedures.

## ALCOHOL

<b>Definition</b>	A colorless liquid that evaporates quickly and has a strong odor.
<b>Uses</b>	Can be burned as fuel or used as a cleaning, disinfecting agent or solvent. Is the intoxicant ingredient in liquor (ethyl alcohol).
<b>Physical Properties and Hazards</b>	These are extremely flammable liquids
<b>Health Hazards</b>	<b>Ingestion:</b> Long-term chronic effects have been well known (liver damage, dizziness, nausea, and blindness). <b>Inhalation:</b> Concentrated amounts can produce similar effects to ingestion. <b>Skin/Eye contact:</b> Vapors can cause eye irritation and extended contact with skin causes drying, chapping, and dermatitis. <b>Chronic effects:</b> Can cause degenerative changes in liver, kidney and brain. Gastritis and cirrhosis of the liver are possible. Known to be a CNS and respiratory depressant.
<b>Precautions with Use</b>	Do not store large quantities of alcohol anywhere except in flammable-proof storage cabinet or area. Avoid prolonged inhalation of any vapors. Extremely volatile liquids (meaning they easily evaporate), so keep in closed containers.
<b>Personal Protective Equipment</b>	Follow MSDS guidelines for specific chemicals.
<b>Examples</b>	Ethyl alcohol                      Methyl alcohol                      Isopropyl alcohol (Isopropanol)

## COMPRESSED GAS

<b>Definition</b>	A gas or mixture of gases having, in container, an absolute pressure exceeding 40 psi at 70 deg. F., or an absolute pressure exceeding 104 psi at 130 deg. F., or a liquid having a vapor pressure exceeding 40 psi at 100 deg. F.
<b>Uses</b>	Medical gases.
<b>Physical Properties and Hazards</b>	Can be "explosive" if the gases escape quickly due to broken valves. They may be flammable or support combustion (i.e., oxygen).
<b>Health Hazards</b>	Inhalation concerns. Frostbite.
<b>Precautions with Use</b>	Protect cylinders from physical damage. Do not allow temperatures to exceed 130 degrees F. Store upright. Well ventilated area is extremely important. When a spill or leak occurs, get exposed individual to fresh air, loosen their clothing.
<b>Personal Protective Equipment</b>	Follow MSDS guidelines for specific chemicals.
<b>Examples</b>	<b>Nitrous Oxide:</b> Risk from chronic exposure. Environment should be regularly monitored to ensure that employees are not exposed to hazardous vapor concentrations. Possible problem in recovery rooms from patients exhaling. <b>Oxygen:</b> Prolonged breathing of high concentrations may lead to toxic effects involving the lungs, central nervous system, and eyes. <b>Nitrogen:</b> Can cause suffocation without warning by reduction of the oxygen level in the air. <b>Ethylene Oxide:</b> Can cause frostbite through skin or eye contact. Contact lenses should not be worn. This is considered to be a cancer and reproductive hazard.

## CORROSIVES

<b>Definition</b>	<p><b>Corrosives:</b> Liquid or solid that causes visible destruction or irreversible alterations in human skin tissue at the site of contact.</p> <p><b>Acid:</b> Any compound that can react with a base to form a salt. pH: &lt;7 (corrosive = 1-3).</p> <p><b>Base:</b> Any substance that removes hydrogen ions from an acid and combines with it in a chemical reaction. pH: &gt;7 (corrosive 11-14)</p>		
<b>Uses</b>	<p><b>Acid:</b> Cleaning metals and other products; chemical reactions.</p> <p><b>Base:</b> Manufacturing soap, chemical synthesis, washing powders, household drainpipe cleaning agents, blood sugar testing tablets.</p>		
<b>Physical Properties and Hazards</b>	<p>As the pH moves closer to "1" or "14", the more corrosive the properties.</p> <p>Generally considered to be nonflammable.</p> <p>Very reactive with each other and other chemicals.</p>		
<b>Health Hazards</b>	<p><b>Ingestion:</b> Causes severe and rapid skin damage, being destructive to any tissue. A corrosive chemical product causes more serious burns of the esophagus and upper GI than the granular products.</p> <p><b>Inhalation:</b> Fumes from either concentrate can be irritating to respiratory tract.</p> <p><b>Skin or Eye Contact:</b> All can burn the skin and are dependent on concentration and duration of contact. This category can produce some of the most severe chemical eye injuries -- conjunctivitis or corneal destruction.</p> <p>Effects of these chemicals are usually so immediate with concentrated chemicals that chronic effects are just residuals of corrosive damage.</p>		
<b>Precautions with Use</b>	<p>Never mix with other chemicals without proper procedures -- poisonous gases can be released through chemical reactions. Use concentrated solutions in well-ventilated areas (i.e., under hoods for some acids). Avoid any prolonged exposure to diluted substances.</p>		
<b>Personal Protective Equipment</b>	<p>Follow MSDS guidelines for specific chemicals.</p>		
<b>Examples</b>	<p>Sulfuric acid Ammonia Toilet bowl cleaners</p>	<p>Hydrochloric acid Bleach (Clorox) Oven cleaners</p>	<p>Nitric acid</p>

## FLAMMABLES

<b>Definition</b>	<p>Flammable liquids have a flashpoint below 100 F. Flashpoint means the minimum temperature at which a liquid gives off a vapor in sufficient concentration to ignite.</p> <p>Flammable gases are gases which will ignite at less than 13% air or whose upper flammability limit is more than 12% of its lower limit.</p> <p>Flammable aerosols yield a flame projection exceeding 18 inches at full valve opening, or a flashback at any degree of valve opening.</p> <p>Flammable solid is a solid other than a blasting agent or explosive that is liable to cause fire through friction, absorption of moisture, spontaneous chemical change, or retained heat from manufacturing or processing, or which can be ignited readily and when ignited burns so vigorously and persistently as to create a serious hazard. It ignites and burns with a self-sustained flame at a rate greater than one-tenth of an inch per second along its major axis.</p>		
<b>Uses</b>	<p>Medical gases. Fuels. Solvents.</p>		
<b>Physical Properties and Hazards</b>	<p>Important to know the flammability of gases -- but if unknown, treat as flammable.</p> <p>Usually all gases are explosive due to the fact they are compressed.</p> <p>Important to know flashpoint of products as they present a very real fire hazard if present in open containers near an ignition source.</p>		
<b>Health Hazards</b>	<p>Inhalation concerns, irritants to both eyes and skin.</p>		
<b>Precautions with Use</b>	<p>Well-ventilated area is extremely important.</p>		
<b>Personal Protective Equipment</b>	<p>Follow MSDS guidelines for specific chemicals.</p>		
<b>Examples</b>	<p><b>Combustible Liquids:</b> Phenol, mineral spirits, methyl cellosolve, fuel oils</p> <p><b>Flammable Liquids:</b> Gasoline, acetone, ethyl acetate, ethyl alcohol</p> <p><b>Flammable Gases:</b> Butane, propane</p>		

## HEAVY METALS

<b>Definition</b>	Heavy metal salts are very poisonous if taken internally because they destroy protein in the body.
<b>Uses</b>	Found in a variety of products (see info on specific metals).
<b>Physical Properties and Hazards</b>	Heavy metals are considered to be a major problem in the environment.
<b>Health Hazards</b>	There are often unrecognized, poorly treated and severe chronic and accumulative side effects. Primary route of entry is ingestion -- good hygiene is important on the job. The body is unable to rid itself of many of these heavy metals and they can accumulate and interfere with normal cellular functions.
<b>Precautions with Use</b>	Good hygiene is imperative -- poisoning can result with careless, repeated massive skin contact. Careful waste disposal methods are essential to prevent environmental pollution.
<b>Personal Protective Equipment</b>	Follow MSDS guidelines for specific chemicals.
<b>Examples</b>	<b>Lead:</b> Found in old paints. Colored comics in newspapers. Colored inserts in magazines. Storage batteries. Antiknock in gasoline. <b>Lead Arsenite and Arsenite:</b> Found in pesticides. Can be exposed through inhalation. <b>Zinc:</b> Often found in deodorants or disinfectants. Inhalation can result from welding, causing fevers, chills, vomiting. <b>Mercury:</b> Free metal -- ingesting is little threat. <b>Inhalation:</b> extreme hazard resulting in chronic effects if mercury spill is not cleaned up appropriately.

## OXIDIZERS

<b>Definition</b>	A chemical that initiates or promotes combustion in other materials.
<b>Uses</b>	Varied.
<b>Physical Properties and Hazards</b>	It is not combustible, but it produces heat upon reaction with combustibles and may cause ignition. Increases the flammability of combustible, organic, and readily oxidizable materials.
<b>Health Hazards</b>	<b>Inhalation:</b> Vapors are corrosive and irritating to the respiratory tract. Inhalation of mist may burn the mucous membrane of the nose and throat. <b>Ingestion:</b> Corrosive and irritating to the mouth, throat and abdomen. Large doses may cause symptoms of abdominal pain, vomiting, and diarrhea as well as blistering or tissue destruction. <b>Skin Contact:</b> Irritating in contact with the skin. Symptoms may include discoloration of skin and pain. <b>Eye Contact:</b> Vapors are very corrosive and irritating to the eyes. Symptoms include pain, redness, blurred vision. Splashes may cause tissue destruction. <b>Chronic Effects:</b> Persons with pre-existing skin disorders or eye problems or impaired respiratory function may be more susceptible to the effects of the substance.
<b>Precautions with Use</b>	Use in well-ventilated areas. Maintain eye wash fountain and shower facilities in work area. Store in a cool, well-ventilated dark area separated from combustible substances, reducing agents, strong bases, and organics.
<b>Personal Protective Equipment</b>	Follow MSDS guidelines for specific chemicals.
<b>Examples</b>	Hydrogen Peroxide, 30% Bleach

## PETROLEUM

<b>Definition</b>	An oily, liquid solution, yellowish-green to black in color, occurring naturally in some rock formations. Distillation yields paraffin, kerosene, benzene, naphtha, fuel oil, gasoline, etc.
<b>Uses</b>	Wide uses as fuel sources, refrigerants, propellants, pesticides, lubricants, solvents, degreasers, food additives.
<b>Physical Properties and Hazards</b>	General liquids which will burn and can explode. Vapors have been known to expand and split unvented containers.
<b>Health Hazards</b>	<b>Inhalation:</b> If prolonged, can cause a pneumonitis, pulmonary edema, and hemorrhage. <b>Skin Contact:</b> Can cause dermatitis (diesel fuel tends to be more irritating because of additives). <b>Chronic Effects:</b> Include anesthetic and central nervous system depression as well as lung damage.
<b>Precautions with Use</b>	Appropriate storage and venting of containers is necessary. Use in well-ventilated areas and avoid prolonged inhalation. Wash off skin as soon as possible after contact.
<b>Personal Protective Equipment</b>	Follow MSDS guidelines for specific chemicals.
<b>Examples</b>	Kerosene      Gasoline      Lighter Fluid      Paraffin mixtures      Fuel oil High Vacuum Grease

## PESTICIDES

<b>Definition</b>	A spray mixture used to kill insects, spiders, rodents, or other pests.
<b>Uses</b>	Used to eliminate pests.
<b>Physical Properties and Hazards</b>	Many are aerosol products and can rocket or explode in heat or fire.
<b>Health Hazards</b>	<b>Inhalation:</b> Product spray mist or fog may cause irritation to nose, throat and lungs if adequate ventilation is not employed. <b>Chronic Effects:</b> Aspiration of material into lungs can cause chemical pneumonitis which can be fatal. Pre-existing skin, eye, and lung disorders may be aggravated by exposure to these products.
<b>Precautions with Use</b>	Use with adequate ventilation. Wash hands with soap and water before eating, smoking, drinking, or using toilet facilities.
<b>Personal Protective Equipment</b>	Follow MSDS guidelines for specific chemicals.
<b>Examples</b>	Azinphos      Kelthane      Roundup      Pentachlorophenol

## SOLVENTS

<b>Definition</b>	An organic substance used for dissolving another substance.
<b>Uses</b>	Are an important part of everyday life. Found in housekeeping, maintenance, hobby activities, and labs.
<b>Physical Properties and Hazards</b>	Nearly all will burn and explode. Volatile solvents evaporate readily, with a small amount of liquid making a large amount of vapor or gas. Many solvent vapors are heavier than air and sink to the floor.
<b>Health Hazards</b>	May be the obscure cause of vague symptoms or serious disability -- all are toxic to varying degrees. <b>Inhalation:</b> Can cause damage to lungs or kidneys in high concentrations --have a rapid narcotic, anesthetic action. <b>Skin/Eye Contact:</b> All can cause dermatitis by their action in removing normal skin oils by sensitizing and all will irritate the eye. <b>Chronic Effects:</b> many can cause cumulative systemic damage by repeated exposures to low but unsafe concentrations. Target organs -- blood and blood forming organs, liver, kidneys, nervous system.
<b>Precautions with Use</b>	Use out doors or in well-ventilated area. Avoid splashes. Wash hands well after use and before eating or smoking. Keep pilot lights, sparking motors, cigarettes, or other ignition sources at a distance (volatile solvents evaporate readily).
<b>Personal Protective Equipment</b>	Follow MSDS guidelines for specific chemicals.
<b>Examples</b>	2-butoxyethanol (Carpet protector, Formula 510, True Blue). 1,1,1,-trichloroethane (Stainless steel cleaner) Acetone                      Trichlorofluoroethane (Freon)                      Xylene

**A**

A-33 Dry  
 ABC Dry Chemical Fire Extinguishant  
 Acid Cell Soak Compound  
 Airlift Scentre  
 Ajax All Purpose Cleaner with Amonial (Liquid)  
 Ajax Oxygen Bleach Cleanser (Dry)  
 Alkyd Floor & Deck Enamel Walnut  
 Alkyd Lo-Sheen Enamel Deeptone Base  
 All Pure Clear Ammonia  
 All Walter Coated Abrasives  
 Arco Unleaded Regular Gasoline  
 Auto Cleaner and Polish

AIRWICK INDUSTRIES, INC.  
 AMEREX CORPORATION  
 OLIVER CHEM. CO., INC.  
 SPARTAN CHEM. CO., INC.  
 COLGATE-PALMOLIVE CO  
 COLGATE-PALMOLIVE CO  
 PPG INDUSTRIES, INC.  
 PPG INDUSTRIES, INC.  
 ALL PURE CHEM. CO.  
 J WALTER, INC.  
 ARCO PRODUCTS COMPANY  
 SHARE CORPORATION

**B**

Battery Electrolyte  
 BH-38 Degreaser  
 Big 'D' Liquid Deodorant  
 Bio Brite Extractor  
 Blackboard Slating Light Green  
 Bleach (Generic)  
 Bleach Household  
 Bleach, -6-16% (7637) (7737)  
 Blot That Spot Stain Remover  
 Bolt Wasp & Hornet Killer II  
 Boraxo Citrus Waterless Hand Cleaner with Pumice  
 Boraxo Powdered Hand Soap  
 Bowldozer Non-Acid Bowl Cleaner  
 Break-Up  
 Brilliant Yellow Enamel

EXIDE CORPORATION  
 SPARTAN CHEM. CO., INC.  
 NSSC---BIG D INDUSTRIES, INC.  
 NATIONAL SANITARY SUPPLY CO.  
 RODDA PAINT CO.  
 ALL PURE CHEM. CO.  
 NSSC---ALL PURE CHEM. CO.  
 KLIX CHEM. CO.  
 NATIONAL SANITARY SUPPLY CO.  
 JOHNSON WAX  
 THE DIAL CORPORATION  
 U.S.BORAX  
 NATIONAL SANITARY SUPPLY CO.  
 JOHNSON WAX  
 PPG INDUSTRIES, INC.

**C**

C-422 Rough Touch Scrub in a Bucket  
 Carpet Guard - Naptha Mixture  
 Carpet Guard - National  
 Chalkboard Cleaner  
 Chewing Gum Remover  
 Chewing Gum Remover  
 Citra Jinx Organic All Purpose Cleaner  
 Citro Shield Furniture Polish (Aerosol)  
 Citrus Wick Deodorant  
 Commando Gym Finish  
 Complete For Floors  
 Conq - R - Dust Liquid

NSSC---DYMON, INC.  
 --- COATE CO.  
 NSSC---GUARDSMAN PRODUCTS, INC.  
 CLAIRE MANUFACTURING  
 CLAIRE MANUFACTURING  
 SPARTAN CHEM. CO., INC.  
 CLAIRE MANUFACTURING  
 SPARTAN CHEM. CO., INC.  
 SPARTAN CHEM. CO., INC.  
 PACKER-SCOTT CO.  
 S.C.JOHNSON WAX  
 S.C.JOHNSON WAX

Control (3132)  
Coos Grange Supply Lawn Special 22-6-10  
CPS Laundry Detergent  
Crystal  
CT (FT)Mildew Remover 228 12-1

KLIX CHEM. CO.  
COOS GRANGE  
FORMULA CORPORATION  
MT. HOOD CHEM. CORP.  
FORMULA CORPORATION

## D

Damp Mop  
Dark Redwood (Alkyd Oil Solid Colors)  
Dazzle Neutral Floor Cleaner  
Defoamer  
Deo Blox  
Disinfectant /Spray for Health Care Use - Country Fresh  
Diesel (regular)  
DMQ Damp Mop Neutral Disinfectant Cleaner  
Dust Go  
Dyna-Wipes

SPARTAN CHEM. CO., INC.  
PPG INDUSTRIES, INC.  
NATIONAL SANITARY SUPPLY CO.  
SPARTAN CHEM. CO., INC.  
NATIONAL SANITARY SUPPLY CO.  
CLAIRE MANUFACTURING  
TOSCO CORPORATION  
SPARTAN CHEM. CO., INC.  
GOLDEN STAR, INC.  
DYNACCO, INC

## E

Enzyt 5 Drain Treatment  
Exide: Secondary Storage Battery (Battery-Hybrid)  
Exide: Secondary Storage Battery (Lead/Acid Storage)  
Expert MarbleQuick Dry Penetrating Sealer

NSSC---WALTON-MARCH, INC.  
EXIDE CORPORATION  
EXIDE CORPORATION  
NATIONAL SANITARY SUPPLY CO.

## F

Fan-Apart Adhesive For Trans/Rite Carbonless Paper  
Fast & Easy  
Floor Corps Neutralizer/Conditioner  
Floor Corps Stripper (Improved)  
Foam Up Cleaner  
Freedom Speed Stripper  
Fresh Guard  
Furniture Polish

MEAD  
SPARTAN CHEM. CO., INC.  
NSSC---WALTON-MARCH, INC.  
WALTON-MARCH INC.  
NATIONAL SANITARY SUPPLY CO.  
S.C.JOHNSON WAX  
AIRWICK INDUSTRIES, INC.  
CLAIRE MANUFACTURING

## G

Galv. Steel Prime White Oil Type  
Germicidal Cleaner  
Glance Concentrate Glass Cleaner Refill  
Gleme Glass Cleaner  
Glow Coat  
Gold-N-Glow  
Good Sense 7 - Country Garden  
Goodbye Graffiti # 1 (Liquid)  
Gum Off Aerosol  
Gum Off Chewing Gum Remover  
I-1099 Gym Prep

PPG INDUSTRIES, INC.  
CLAIRE MANUFACTURING  
S.C.JOHNSON WAX  
CLAIRE MANUFACTURING  
MT. HOOD CHEM. CORP.  
NSSC---SUPREME CHEMICAL CORP.  
S.C.JOHNSON WAX  
NATIONAL SANITARY SUPPLY CO.  
NATIONAL SANITARY SUPPLY CO.  
NATIONAL SANITARY SUPPLY CO.  
PACKER-SCOTT CO.

## H

Hepacide Quat  
Hysheen Dust Mop Treatment Liquid

SPARTAN CHEM. CO., INC.  
NATIONAL SANITARY SUPPLY CO.

## I

	Improved True Blue	NSSC---WALTON-MARCH, INC.
	Ioco Xylene	ESSO CHEMICAL
<b>J</b>		
	Jasco Brush Cleaner	JASCO CHEM. CORP.
	Johnson Multi	S.C.JOHNSON WAX
	J-Wax Believe	S.C.JOHNSON WAX
<b>K</b>		
	Kodak Imagelink Retrieval Workstation 1000 Toner Cartridge N	CANON INC.
<b>L</b>		
	Latex Flat Bahama Brown	PPG INDUSTRIES, INC.
	Lemon Johnson Shine Up Ready to Use	S.C.JOHNSON WAX
	Lemon Shine Aerosol	NATIONAL SANITARY SUPPLY CO.
	Liquid Dial Soap, Antimicrobial	THE DIAL CORPORATION
	Lo-Luster Neutral Base	PPG INDUSTRIES, INC.
	LPS Instant Cold Galvanize	HOLT LLOYD CORP.
<b>M</b>		
	3M Brand 303 Dri-Strip	3M
	Magic Scent	WILLIAMS, INC.
<b>N</b>		
	NABC Non Acid Disinfectant Bathroom Cleaner	SPARTAN CHEM. CO., INC.
	NBC Concentrate Non-Buily Deodorant Cleaner Degreaser	NATIONAL SANITARY SUPPLY CO.
	New England Red Latex	PPG INDUSTRIES, INC.
	No. 7704 FD&C Red #40 Granular Dustmaster	WARNER-JENKINSON CO., INC.
	NSS Concentrate Cleaner	NATIONAL SANITARY SUPPLY CO.
	NYOIL	NYE LUBRICANTS, INC.
<b>O</b>		
	One Shot Drain Opener	NATIONAL SANITARY SUPPLY CO.
	Original Johnson Shine-Up (Liquid)	S.C.JOHNSON WAX
	Over and Under	S.C.JOHNSON WAX
<b>P</b>		
	Paint Type Remover	JASCO CHEM. CORP.
	Para Blocks and Crystals (Urinal Blocks)	FRESH PRODUCTS, INC.
	Pink Luron with Lanolin Powdered Hand Soap	U.S.BORAX
	Pitts Pts Quick Dry ENL Deeptone Base	PPG INDUSTRIES, INC.
	Plaza	S.C.JOHNSON WAX
	Professional Spotter	THE RAMSEY CO.
	Pyridinium Chlorochromate	SIGMA CHEM. CO.
<b>Q</b>		
	Quic Solv	NATIONAL SANITARY SUPPLY CO.
	Quick Strip	PACKER-SCOTT CO.
<b>R</b>		
	Resin Bonded Abrasive	J. WALTER, INC.
	Rejuuv	SPARTAN CHEM. CO., INC.
	REZ INT Semi Transpar LTX Med Tint Base	PPG INDUSTRIES, INC.
	REZ Sealer Primer	PPG INDUSTRIES, INC.

RP 705  
Rugbee Carpet & Room Deodorizer

CIBA-GEIGY CORPORATION  
S.C.JOHNSON WAX

## S

1st Choice Spray Emulsion  
Satinhide Alkyd Lo-Luster White & Pastel  
Scott's Liquid Gold Wood Cleaner & Preservative (Aerosol)  
Scott's Liquid Gold Wood Cleaner & Preservative (Pourable)  
Sheen 17  
Shine Plus  
Shower Power  
Showtime Stainless Steel Cleaner  
Snapback Liquid  
Snapback Spray Buff Liquid  
Soft Care Hair & Body Shampoo  
Soft Care Industrial Soap  
Soft Care Lotionized Soap  
Soft Spot Plastic Cleaner/Polish  
Solvent 225 Naptha  
Spa Body Shampoo (Bulk)  
Speedhide EXT INT. Gloss En. Deeptone  
Speedhide INT Losheen White & Pastel  
Speedhide Latex Flat-White/Pastel Base  
Speedhide Lo-Sheen Enamel, Midtone Base  
Speedhide White Emulsion Sealer  
Speedhide Zinc Chromate Primer  
Spray-It-Kleen  
Sprinkle Rug and Room Deodorizer  
Stainless Steel Maintainer  
Steamette  
Stem to Stern  
Speedomatic Paint Remover  
Sumithrin  
Sunny-Side  
Sunroof Latex Primer  
  
Super Concrete Cure/Seal  
Superfast Z Prime  
Superior Smoke for Testing Sanitary Sewers  
Surface Guard

SWISS CLEAN, INC.  
PPG INDUSTRIES, INC.  
SCOTT'S LIQUID GOLD-INC.  
SCOTT'S LIQUID GOLD-INC.  
SPARTAN CHEM. CO., INC.  
SPARTAN CHEM. CO., INC.  
GRIFFIN BROS., INC.  
NSSC---WALTON-MARCH, INC.  
S.C.JOHNSON WAX  
S.C.JOHNSON WAX  
S.C.JOHNSON WAX  
S.C.JOHNSON WAX  
S.C.JOHNSON WAX  
NSSC---WALTON-MARCH, INC.  
GREAT WESTERN CHEM. CO.  
SPARTAN CHEM. CO., INC.  
PPG INDUSTRIES, INC.  
PPG INDUSTRIES, INC.  
PPG INDUSTRIES, INC.  
PPG INDUSTRIES, INC.  
PPG INDUSTRIES, INC.  
PPG INDUSTRIES, INC.  
PACKER-SCOTT CO.  
NATIONAL SANITARY SUPPLY CO.  
CLAIRE MANUFACTURING  
THE RAMSEY CO.  
APOLLO CHEMICAL & EQUIPMENT CO.  
JASCO CHEM. CORP.  
WHITMIRE RESEARCH LAB., INC.  
SPARTAN CHEM. CO., INC.  
PPG INDUSTRIES, INC.  
NSSC---FEDERAL INTERNATIONAL  
CHEMICALS  
ZEHRUNG CORPORATION  
SUPERIOR SIGNAL CO., INC.  
MT. HOOD CHEM. CORP.

## T

TCS "J" Cleaner  
TCS Brite Bowl  
TCS Stop Odor BIG 6x1 Cs  
TCS Twin Mist Window Cleaner  
Thermo Clean  
Thymol Crystalline

FORMULA CORPORATION  
FORMULA CORPORATION  
FORMULA CORPORATION  
FORMULA CORPORATION  
ROCHESTER MIDLAND CORP.  
SIGMA CHEM. CO.

	Timesaver	ASSOCIATED CHEMISTS, INC.
	Top Hand (Natural Product)	PACE NATIONAL CORP.
	Total Body Shampoo by Dial	THE DIAL CORPORATION
	Tough Duty	SPARTAN CHEM. CO., INC.
	Trendsetter Floor Finish	SPARTAN CHEM. CO., INC.
<b>U</b>		
	Unocal 76 Unleaded Gasoline	UNOCAL 76
	Unocal Hydraulic Oil AW 46	UNOCAL 76
	Unocal MP Gear Lube LS 80w/90	UNOCAL 76
<b>V</b>		
<b>W</b>		
	781 Wash and Wax	ASSOCIATED CHEMISTS, INC.
	Wallhide Flat Latex Pastel	PPG INDUSTRIES, INC.
	Waterless Floor Maintainer	NATIONAL SANITARY SUPPLY CO.
	Waterless Hand Cleaner	SPARTAN CHEM. CO., INC.
	Web-Away	WEB-AWAY, INC.
	Wenco Emulsifier/Spotter	ASSOCIATED CHEMISTS, INC.
	White Latex Flat H.P.	PPG INDUSTRIES, INC.
	White Latex-Wood Primer	PPG INDUSTRIES, INC.
	Winter Kleer	MT. HOOD CHEM. CORP.
	WM True Blue Glass Cleaner	NSSC---WALTON-MARCH, INC.
	Wood Dust	WEYERHAEUSER CO.
<b>X</b>		
	Xtraction II	SPARTAN CHEM. CO., INC.
<b>Y</b>		
	Yellow Zone Marking Paint	PPG INDUSTRIES, INC.
<b>Z</b>		
	Zep 45-No.	ZEP MANUFACTURING CO.

## HAZARD COMMUNICATION PROGRAM

### GENERAL INFORMATION

Southwestern Oregon Community College is committed to preventing accidents and ensuring the safety and health of our employees. We will comply with all applicable federal and state health and safety rules and provide a safe, healthful environment for all our employees. This written hazard communication plan will be available in Administrative Services and on the SOCC intranet on the Safety page.

### PURPOSE

The purpose of Hazard Communication or Right-to-Know as it is sometimes called, is very simple: Employees have both a need and a right to know the hazards and identities of the chemicals to which they are exposed and the necessary protective measures to prevent injury or illness.

Availability of hazard information benefits both employers and employees. Employers are required to provide a safe and healthful workplace for employees, and will be able to do a better job when they have information about the potential hazards. Employees will be better able to take steps to protect themselves when they know what the hazards are and how to avoid exposure. The result will be a reduction in chemically-related occupational illnesses and injuries.

A chemical is defined as any element, chemical compound or mixture of elements and/or compounds. Chemical hazards arise from inhaling chemical agents in the form of vapors, gases, dusts, fumes, and mists or by skin contact with these materials. The degree of risk of handling a given substance depends on the magnitude and duration of exposure.

### CONTAINER LABELING

Mail and Print Services will verify that all containers of hazardous materials received for use are labeled, tagged or marked with the following information:

- Be clearly labeled as to the contents
- Note the appropriate hazard warning
- List the manufacturer's name and address

See Appendix E Labeling Requirements.

No container will be released for use until the above data is verified. If new chemicals are received, the employee will notify Administrative Services and the new Material Safety Data Sheet (MSDS) will be placed in the MSDS books and added to the chemical inventory list. When chemicals are introduced, the supervisor will do the following:

- Provide employees with information on the physical and health effects of the hazardous chemicals present in the workplace.
- Ensure that all secondary containers are labeled and identify the name and signal word of the chemical.

### MATERIAL SAFETY DATA SHEETS (MSDSS)

A Material Safety Data Sheet (MSDS) is a detailed information bulletin prepared by the manufacturer or importer of a chemical that describes the physical and chemical properties, physical and health hazards, routes of exposure, precautions for safe handling and use, emergency and first-aid procedures, and control measures. Information on an MSDS aids in the selection of safe products and helps prepare employers and employees to respond effectively to daily exposure situations as well as to emergency situations.

Copies of MSDSs for all hazardous chemicals to which employees of Southwestern may be exposed are found in each building on campus in the public spaces (the lobby, hallway, etc.). They are located near the first aid kits and Disaster Recovery Plan books.

## MSDS LOCATIONS

MSDS Books are found at the following locations on campus:

Coaledo Hall – Chemistry Lab #2 on west wall (specialty unit for Chem. Lab chemicals only)

Dellwood Hall – First Stop lobby

Eden Hall

Art Lab Sculpture area in E5 on south wall (specialty unit for Art Lab chemicals only)

Empire Hall/PAC – Outside the Blackbox Theatre near first aid/disaster recovery plan/fire extinguisher station

Fairview Hall

Machine Tools Shop – outside Machine Shop Classroom (specialty unit for Machine Lab chemicals only)

Family Center/Childcare – Outside Office 108 in hallway at first aid/disaster recovery plan/fire extinguisher station

Fire Science Building – in garage on south wall

Green House (specialty unit for Greenhouse chemicals only)

Lampa Hall – outside of men's/women's bathrooms on west wall near first aid/disaster recovery plan/fire extinguisher station

Maintenance Building – south wall in carpenter's shop.

Newmark Center (specialty unit for OCCl chemicals only) – On first floor in lobby inside north entrance near fire extinguisher

OCCl (specialty unit for OCCl chemicals only) –

1 in Baking Kitchen 128 in northwest corner

1 in Prep Kitchen 136 in southwest corner

1 in À la Carte Kitchen 121 in southwest corner

Print Shop – in Mail Room on west wall (specialty unit for Print Shop chemicals only)

Recreation Center – Next to front desk/near climbing wall in lobby area

Randolph Hall - Outside women's restroom in hallway

Sitkum Hall – outside men's women's bathrooms in hallway near east entrance with first aid/fire extinguisher station.

Stensland Hall – in lobby area on south wall outside of bathrooms/next to door to Student Support Services

Sumner Hall – in Sumner 2 (specialty unit for Nursing chemicals only)

Sunset Hall – Office #7

Tioga Hall – First Floor – on west wall outside of T105 near first aid/disaster recovery plan/fire extinguisher station

They can also be found on the web at: <http://hazard.com/msds/index.php> The MSDS book is arranged in alphabetical order by the chemical's trade name or product name.

MSDSs will be available to all employees in their work area for review during each work shift. If MSDSs are not available or new chemicals in use do not have an MSDS, immediately contact Administrative Services. For more information on how to read a MSDS, see Appendix G Material Safety Data Sheets.

## EMPLOYEE INFORMATION AND TRAINING

Prior to starting work, each new employee of Southwestern will receive information and training on the following from their supervisor:

- An overview of the requirements contained in 1910.1200 – Hazard Communication Rule.
- Chemicals present in their workplace operations.
- Location and availability of the written hazard communication program.
- Physical and health effects of hazardous chemicals the employee comes in contact with.
- Methods and observation techniques used to determine the presence or release of hazardous chemicals in the work area.
- How to reduce or prevent exposure to these hazardous chemicals through use of control/work practices and personal protective equipment.
- Steps the College has taken to reduce or prevent exposure to these chemicals such as ventilation, presence of another employee for specific procedures, respirators, emergency procedures, etc.
- Safety emergency procedures to follow if the employee is exposed to these chemicals.
- How to read labels and review MSDSs to obtain appropriate hazard information.

After receiving training, each employee will sign page 4 of this document and send it to Administrative Services to verify they received the training and written materials, and understood the policies on hazard communication.

Prior to a new hazardous chemical being introduced into any area of this workplace, each employee of that area will be given information as outlined above. Administrative Services is responsible for ensuring that MSDSs on any new chemicals are available.

## HAZARDOUS CHEMICALS LIST

Appendix K is a list of all known hazardous chemicals used by Southwestern employees. More information on each chemical noted is available by reviewing the corresponding MSDS. Administrative Services is responsible for maintaining the chemical inventory list. Administrative Services should be notified of any new chemicals brought onto campus.

## HAZARDOUS NON-ROUTINE TASKS

Periodically, employees must perform hazardous non-routine tasks. Before starting work on such projects, each affected employee will be given information by the supervisor about hazardous chemicals to which they may be exposed during such activity. This information will include:

- Specific chemical hazards.
- Protective/safety measures employees can take.
- Measures the College has taken to reduce the hazards, including ventilation, respirators, presence of another employee, and emergency procedures.

Examples of non-routine tasks performed by employees of Southwestern would be:

Task: Change toner in copy machine

Hazardous Chemicals: Savin Toner Type 2522 Black

Task: Restriping curbs with yellow paint

Hazardous Chemicals: Yellow Zone Marking Paint

## CHEMICALS IN PIPES

Some work activities are performed by employees in areas where chemicals are transferred through pipes. Prior to starting work in these areas, employees will contact the Director of Plant Services for information regarding:

- The chemical in the pipes, or the insulation material on the pipe.
- Potential hazards.
- Safety precautions to be taken.

## INFORMING CONTRACTORS

It is the responsibility of the Director of Plant Services to provide contractors (with employees) the following information:

- Hazardous chemicals to which they may be exposed while on the job site, and the procedure for obtaining MSDSs.
- Precautions employees may take to lessen the possibility of exposure, by using appropriate protective measures, and an explanation of the labeling system used.

Also, it is the responsibility of the Plant Services Director to identify and obtain MSDSs for the chemicals the contractor is bringing into the workplace.



## Southwestern Oregon Community College

**I have been informed about the hazardous chemicals that I may be exposed to during my work and I have received training on the following topics:**

- An overview of the requirements in Oregon OSHA's hazard communication rules.
- Hazardous chemicals present in the workplace.
- The written hazard-communication plan.
- Physical and health effects of the hazardous chemicals.
- Methods to determine the presence or release of hazardous chemicals in the work area.
- How to reduce or prevent exposure to these hazardous chemicals through use of exposure controls/work practices and personal protective equipment.
- Steps we have taken to reduce or prevent exposure to these chemicals.
- Emergency procedures to follow if exposed to these chemicals.
- How to read labels and review material safety data sheets.

*Note to employee: This form becomes part of your personnel file; read and understand it before signing.*

Employee: \_\_\_\_\_ Date: \_\_\_\_\_

Trainer: \_\_\_\_\_ Date: \_\_\_\_\_

Please Return this Form to Administrative Services

# APPENDICES

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### SOLIDS

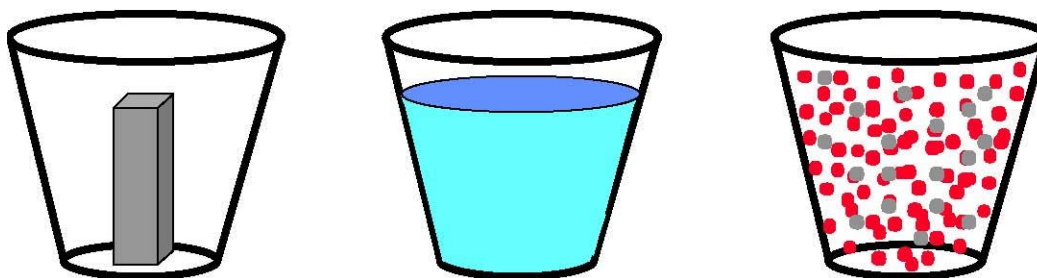
Solids have a definite shape and volume. Particles can be solid or liquid. Hazardous solid particles include silica, asbestos, lead, fumes, bacteria, fungi, fiberglass, wood, beryllium, phosphorus, and miscellaneous dusts.

### LIQUID

Liquids have an indefinite shape and take on the shape of the container in which they are contained. Liquid particles vary in size from aerosols, to mists and the much larger drops. Aerosols are an inhalation hazard. Larger particles are a skin absorption or ingestion hazard. Hazardous liquids or liquid particles include solvents such as turpentine, benzene, and alcohol. Flammable or combustible liquids, and numerous organic and inorganic compounds include paint thinners, coatings, paints, dry cleaning liquids, and pesticides.

### GAS

Gases take on both the shape and volume of their containers. Gases are materials whose physical state is a gas at normal temperature. All materials exist in the gas phase if the temperature is high enough. Vapors are gases formed when liquid evaporates. Hazardous simple asphyxiant gases include helium, nitrogen, hydrogen, and methane. Hazardous chemical asphyxiant gases include carbon monoxide, hydrogen cyanide, and hydrogen sulfide. The hazards of other gases is determined by their health and toxic effects. Some of these include hydrogen fluoride, sulfur dioxide, phosgene and ozone.



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### ABSORPTION

Contact with the skin may result in four possible actions:

- Skin acts as effective barrier.
- Skin reacts causing local irritation or skin destruction.
- Skin sensitization.
- Skin penetration to bloodstream.

---

### INHALATION

Contact with respiratory system may result in two possible actions:

- If particle larger than 5 microns, normally expelled.
- If particle smaller than 5 microns, likely entry into alveolar sacs.

---

### INGESTION

Contact with digestive system may result in two possible actions:

- Detoxification through dilution, enzyme action, and elimination.
- Absorption into the blood stream.

## APPENDIX C RULES HAZCOM DOES AND DOES NOT APPLY TO

### RULES APPLY TO...

Any chemical that employees may be exposed to under normal conditions of use in the workplace or in a foreseeable emergency. "Foreseeable emergency" means any potential occurrence such as equipment failure, rupture of containers, or failure of control equipment.

### RULES DO NOT APPLY TO...

**Hazardous waste** as defined by Solid Waste Disposal Act and subject to EPA.

**Hazardous substances** as defined by the Comprehensive Environmental Response, Compensation, and Liability Act and subject to EPA.

**Tobacco or tobacco products.**

**Wood or wood products**, including lumber which will not be processed, where only flammable or combustible hazards exist. Wood or wood products which have been treated with a hazardous chemical covered by the standard, and wood which may be subsequently sawed or cut, generating dust, are not exempted.

**Articles** - a manufactured item other than a fluid or particle that does not release more than minute or trace amounts of hazardous chemicals and does not pose physical or health hazard.

**Food or alcoholic beverages sold**, used, or prepared in a retail establishment. Foods intended for personal consumption.

**Drugs** as defined by the Federal Food, Drug, and Cosmetic Act, in solid, final form for direct administration to a patient.

**Drugs packaged** by manufacturers for sale in retail establishments (e.g., over-the-counter drugs).

**Drugs intended** for personal consumption (e.g., first aid supplies).

**Cosmetics** packaged for sale in retail establishments or intended for personal consumption.

**Consumer products** or hazardous substances defined by Consumer Product Safety Act and Federal Hazardous Substances Act used in same manner and ranges of exposure (frequency and duration) as that experienced by consumers.

**Nuisance particulates** that do not pose physical or health hazards.

**Ionizing and nonionizing radiation**

**Biological hazards**

## APPENDIX D DISPOSAL OF CHEMICALS: AGENCY CONTACTS

Handle all containers with great care! Aged chemicals such as ether may form explosive compounds! Contact your local fire department or the State Fire Marshal (503) 378-3473, for safe handling of suspect containers.

Dispose of all products whose contents are not known in accordance with the Waste Management and Cleanup Division of the Department of Environmental Quality (DEQ).

- » Portland (503) 229-5263
- » Salem (503) 378-8240
- » Bend (541) 388-6146
- » Pendleton (541) 276-4063
- » Medford (541) 776-6010

If you have empty containers and need to dispose of them, contact the Oregon Agricultural Chemical & Fertilizer Association (OACFA), (503) 370-7024 and mention the Pesticide Container Management Program. The Pesticide Container Management Program organizes collection sites throughout the state at various times each year.

## APPENDIX E LABEL REQUIREMENTS

All hazardous chemical containers must have labels. Labels provide a brief synopsis of the hazards of the chemicals at the site where the chemical is used in the work area.

---

### PRIMARY CONTAINER LABEL

A container used by the chemical manufacturer, distributor, or importer to store and transport hazardous chemicals. Needs to include:

- Identification of chemical.
- Appropriate warning hazard. Specifies physical or health hazard including target organ effects.
- Manufacturer's name and address.

---

### SECONDARY CONTAINER LABEL

Used by the employer to store, apply, and transport hazardous chemicals. Needs to include:

- Identification of chemical.
- Appropriate warning hazard. Specifies physical or health hazard including target organ effects. May use words, pictures, symbols or combination to provide general information about hazards.

---

### PORTABLE CONTAINER LABEL

Portable containers used to transfer, store, or apply hazardous chemicals. May include bottles, cans, boxes, and sprayers.

Must be labeled unless intended for immediate use, and under the continuous control of and used *only* by the person who transfers it from a labeled container during the work shift in which it was transferred.

"Immediate use" means that the hazardous chemical will be under the control of and used only by the person who transfers it from a labeled container and only within the work shift in which it is transferred.

---

### STATIONARY PROCESS CONTAINER LABEL

Usually a large unmovable tank, vessel or barrel used to store hazardous chemicals

Must identify chemical and appropriate hazard warning. May use signs, placards, process sheets, batch tickets, operating procedures, other written materials.

## APPENDIX F OTHER LABELING REQUIREMENTS

- **Pipes And Piping Systems**

Those pipes and piping systems containing or transporting hazardous chemicals must be labeled according to Division 2/Z, Hazardous Materials.

- **Never Deface Or Remove Labels**

Unless container is immediately marked with the required information. There is no need to affix a new label if old label meets labeling requirements.

- **Must Be Legible**

Must be legible and in English .

- **Prominently Displayed**

- **Portable Container Label**

---

### HAZARD COMMUNICATION LABELS ARE NOT REQUIRED ON

- Pesticides subject to Federal Insecticide, Fungicide, and Rodenticide Act.
- Chemical Substances or mixtures subject to Toxic Substances Control Act (EPA)
- Food, food additives, color additives, drugs, cosmetics, or medical or veterinary devices or products regulated by Federal Food, Drug, and Cosmetic Act or the Virus-Serum-Toxin Act and subject to FDA or Department of Agriculture.
- Distilled spirits (beverage alcohols), wine or malt beverages intended for nonindustrial use when regulated by the Federal Alcohol Administration Act and subject to Bureau of Alcohol, Tobacco, and Firearms.
- Agricultural or vegetable seeds treated with pesticides and labeled in accordance with the Federal Seed Act issued by the Department of Agriculture.

---

### SOLID MATERIALS (METAL, WOOD, PLASTIC)

Label required only with initial shipment. Need not be included with subsequent shipments unless information on the label changes.

## APPENDIX G MATERIAL SAFETY DATA SHEETS (MSDS)

MSDS books are found in each building on campus in the public spaces (the lobby, hallway, etc.). They are located near the first aid kits and Disaster Recovery Plan books. They can also be found on the web at: <http://www.ilpi.com/msds/>

What information is required on an MSDS? MSDS must be written in English and contain the following information:

1. **Chemical Identity:** Name of the product including the common name if one exists
2. **Manufacturer's Information:** Name, address, phone number, and emergency phone number of the manufacturer.
3. **Hazardous Ingredients/Identity Information:** List of hazardous chemicals. Depending on the state, the list may contain all chemicals even if they are not hazardous, or only those chemicals that have OSHA standards. Since chemicals are often known by different names, all common (trade) names should be listed. The OSHA Permissible Exposure Limit (PEL) for each hazardous ingredient must be listed.
4. **Physical/Chemical Characteristics:** Boiling point, vapor pressure and density, melting point, evaporation rate, etc.
5. **Fire and Explosion Hazard Data:** Flash point, flammability limits, ways to extinguish, special firefighting procedures, and unusual fire and explosion hazards.
6. **Reactivity Data:** How certain materials react with others when mixed or stored together.
7. **Health Hazard Data:** Health effects (acute=immediate; chronic=longterm), ways the hazard can enter the body (lungs, skin, or mouth), signs and symptoms of exposure, emergency and first-aid procedures, and any medical conditions which are generally recognized as being aggravated by exposure to the chemical.
8. **Precautions of Safe Handling and Use:** What to do in case materials spill or leak, how to dispose of waste safely, how to handle and store materials in a safe manner, appropriate hygienic practices, and protective measures to be used during the repair and maintenance of contaminated equipment.
9. **Control Measures:** Ventilation (local, general, etc.), type of respirator/filter to use, other appropriate engineering controls, work practices or personal protective equipment (PPE) such as gloves, safety glasses, or goggles, face shields, aprons, etc.
10. **Primary Routes of Entry:** inhalation, absorption, etc.
11. **Emergency and First-Aid Procedures:** flushing with water, removal to fresh air, etc.

Below is a sample MSDS for you to view. The most important sections are highlighted; these are the sections you need to familiarize yourself with before you use a chemical.

**PLEASE NOTE, BEFORE YOU USE A CHEMICAL, YOU MUST KNOW WHERE TO LOCATE THE MSDS FOR IT, HOW TO READ THE MSDS, AND ANY PERSONAL PROTECTIVE EQUIPMENT REQUIRED TO HANDLE THE CHEMICAL SAFELY. YOU SHOULD ALSO BE FAMILIAR WITH CONTROL MEASURES AND FIRST AID MEASURES IN CASE OF ACCIDENTAL EXPOSURE.**

# MATERIAL SAFETY DATA SHEET FOR ODORIZED PROPANE

## 1. Chemical Product and Company Identification

**Product Name:** Odorized Commercial Propane

**Chemical Name:** Propane

**Chemical Family:** Paraffinic Hydrocarbon

**Formula:** C<sub>3</sub>H<sub>8</sub>

**Synonyms:** Dimethylmethane, LP-Gas, Liquefied Petroleum Gas (LPG), Propane, Propyl Hydride

**Transportation Emergency Number:**

CHEMTREC 1-800-424-9300

**Name & Address:**

AmeriGas Propane, L.P.

P. O. Box 965

Valley Forge, PA. 19482

**For General Information, Call:**

1-610-337-1000, Safety Dept.

## 2. Composition / Information on Ingredients

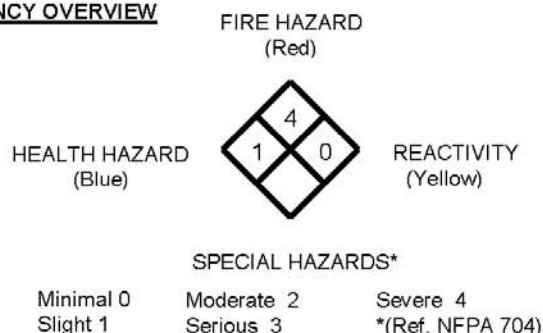
INGREDIENT NAME /CAS NUMBER	PERCENTAGE	OSHA PEL	ACGIH TLV
Propane / 74-98-6 .....	87.5 - 100	1,000 ppm	Simple asphyxiant
Ethane / 74-84-0 .....	0 - 7.0		Simple asphyxiant
Propylene / 115-07-1 .....	0 - 5.0		Simple asphyxiant
Butanes / 106-97-8 .....	0 - 2.5		Simple asphyxiant
Ethyl Mercaptan / 75-08-1 .....	0 - 50 ppm	0.5 ppm	0.5 ppm

**WARNING:** The intensity of the chemical odorant (e.g., ethyl mercaptan) may "fade" or diminish due to chemical oxidation, adsorption or absorption. Individuals with nasal perception problems may not be able to smell the odorant. Leaking propane from underground gas lines may lose its odor as it passes through certain soils. No odorant is effective 100% of the time. Therefore, circumstances can exist when individuals are in the presence of leaking propane and not be alerted by the smell. Contact AmeriGas for more information about odor, propane gas detectors and other safety considerations associated with the handling, storage and use of propane.

## 3. Hazards Identification

### EMERGENCY OVERVIEW

**DANGER!** Flammable liquefied gas under pressure. Keep away from heat, sparks, flame, and all other ignition sources. Vapor replaces oxygen available for breathing and may cause suffocation in confined spaces. Use only with adequate ventilation. Reliance upon detection of odor may not provide adequate warning of potentially hazardous concentrations. Vapor is heavier than air; may collect at low levels. Liquid can cause freeze burn similar to frostbite. Do not get liquid in eyes, on skin, or on clothing. Avoid breathing vapor. Keep service valve closed when not in use.



### POTENTIAL HEALTH EFFECTS INFORMATION

#### ROUTES OF EXPOSURE:

**Inhalation:** Asphyxiation. Before suffocation could occur, the lower flammability limit of propane in air would be exceeded, possibly causing both an oxygen-deficient and explosive atmosphere. Exposure to concentrations >10% may cause dizziness. Exposure to atmospheres containing 19% or less oxygen will bring about unconsciousness without warning. Lack of sufficient oxygen may cause serious injury or death.

**Eye Contact:** Contact with liquid can cause freezing of tissue.

**Skin Contact:** Contact with liquid can cause frostbite.

**Skin Absorption:** None.

**Ingestion:** Ingestion is not expected to occur in normal use. However, liquid can cause freeze burn similar to frostbite.

**CHRONIC EFFECTS:** None.

**CARCINOGENICITY:** Propane is not listed by NTP, OSHA or IARC.

## 4. First Aid Measures

**INHALATION:** Individuals suffering from lack of oxygen should be removed to fresh air. If victim is not breathing, administer artificial respiration. If breathing is difficult, administer oxygen. Obtain immediate medical assistance.

**EYE CONTACT:** Gently flush eyes with lukewarm water. Obtain immediate medical assistance.

**SKIN CONTACT:** Remove saturated clothes, shoes and jewelry. Immerse affected area in lukewarm water not exceeding 105° F. Keep immersed. Obtain immediate medical assistance.

INGESTION: If swallowed, obtain immediate medical assistance.

## 5. Fire-Fighting Measures

**FLASH POINT:** -156°F (-104°C)

**AUTOIGNITION:** 842°F (432°C)

**IGNITION TEMPERATURE IN AIR:** 920°F to 1120°F (493°C to 549°C)

**FLAMMABLE LIMITS IN AIR (% by volume):** Lower: 2.15% Upper: 9.6%

**EXTINGUISHING MEDIA:** Dry chemical, CO<sub>2</sub>, water spray or fog for surrounding area. Do not attempt to extinguish fire until propane source is isolated.

**SPECIAL FIRE-FIGHTING INSTRUCTIONS:** Evacuate all unnecessary personnel from the area. Allow only properly trained and protected emergency response personnel in area. A NIOSH approved self-contained breathing apparatus may be required. If gas flow cannot be shut off, do not attempt to extinguish fire. Allow fire to burn itself out. Use high volume water supply to cool exposed pressure containers and nearby equipment. Approach a flame-enveloped container from the sides, never from the ends. Use extreme caution when applying water to a container that has been exposed to heat or flame for more than a short time. For uncontrollable fires and/or when flame is impinging on container, withdraw all personnel and evacuate vicinity immediately.

**UNUSUAL FIRE AND EXPLOSION HAZARDS:** Propane is heavier than air and can collect in low areas. Flash back along a vapor trail is possible. Pressure in a container can build up due to heat; and, container may rupture suddenly and violently without warning if pressure relief devices fail to function properly. If flames are against the container, withdraw immediately on hearing a rising sound, if venting increases in volume or intensity or if there is discoloration of the container due to fire. Propane released from a properly functioning relief valve on an overheated container can also become ignited.

**HAZARDOUS COMBUSTION PRODUCTS:** None.

## 6. Accidental Release Measures

**IF MATERIAL IS RELEASED OR SPILLED:** Evacuate the immediate area. Eliminate any possible sources of ignition and provide maximum ventilation. Shut off source of propane, if possible. If leaking from container or valve, contact your supplier or AmeriGas immediately.

## 7. Handling and Storage

**HANDLING PRECAUTIONS:** Propane vapor is heavier than air and can collect in low areas that are without sufficient ventilation. Conduct system checks for leaks with a leak detector or solution, never with flame. Make certain the container service valve is shut off prior to connecting or disconnecting. If container valve does not operate properly, discontinue use and contact AmeriGas. Never insert an object (e.g., wrench, screwdriver, pry bar, etc.) into pressure relief valve or cylinder valve cap openings. Do not drop or abuse cylinders. Never strike an arc on a gas container or make a container part of an electrical circuit. See Section 16, "OTHER INFORMATION", for additional precautions.

**STORAGE PRECAUTIONS:** Store in a safe, authorized location (outside, detached storage is preferred) with adequate ventilation. Specific requirements are listed in NFPA 58, LP-GAS CODE. Isolate from heat and ignition sources. Containers should never be allowed to reach temperature exceeding 125°F (52°C). Isolate from combustible materials. Provide separate storage locations for other compressed and flammable gases. Propane containers should be separated from oxygen cylinders or other oxidizers by a minimum distance of 20 feet, or by a barrier of non-combustible material at least 5 feet high having a fire rating of at least 1/2 hour. Full and empty cylinders should be segregated. Keep cylinders in an upright position at all times so that each pressure relief valve communicates with the vapor space. Keep container valve closed and plugged or capped when not in use. Install protective caps when cylinders are not connected for use. Empty containers retain some residue and should be treated as if they were full.

## 8. Exposure Control / Personal Protection

### ENGINEERING CONTROLS

Ventilation: Provide ventilation adequate to ensure propane does not reach a flammable mixture.

### RESPIRATORY PROTECTION

**General Use:** None.

**Emergency Use:** If concentrations are high enough to warrant supplied-air or NIOSH self-contained breathing apparatus, then the atmosphere may be flammable (See Section 5). Appropriate precautions must be taken regarding flammability.

**PROTECTIVE CLOTHING:** Avoid skin contact with liquid propane because of possibility of freeze burn. Wear gloves and protective clothing that are impervious to the product for the duration of the anticipated exposure.

**EYE PROTECTION:** Safety glasses, goggles or face shields are recommended when handling cylinders.

**OTHER PROTECTIVE EQUIPMENT:** Safety shoes are recommended when handling cylinders.

## 9. Physical and Chemical Properties

**BOILING POINT:** @ 14.7 psia = -44° F (@1.00 atm.pressure = -42°C)

**SPECIFIC GRAVITY OF VAPOR** (Air = 1) at 60° F (15.56°C): 1.50

**SPECIFIC GRAVITY OF LIQUID** (Water = 1) at 60° F: 0.504

**VAPOR PRESSURE:** @ 70° F (20°C) = 127 psig; @ 105° F (45°C) = 210 psig; @ 130°F (55°C) = 287 psig

**EXPANSION RATIO** (From liquid to gas @ 14.7 psia): 1 to 270

**SOLUBILITY IN WATER:** Slight, 0.1 to 1.0%

**APPEARANCE AND ODOR:** A colorless and tasteless gas at normal temperature and pressure. An odorant (ethyl mercaptan) is added to provide a strong unpleasant odor. Should a propane-air mixture reach the lower limits of flammability, the ethyl mercaptan concentration will be approximately 0.5 ppm in air.

**ODORANT WARNING:** Odorant is added to aid in the detection of leaks. One common odorant is ethyl mercaptan, CAS No. 75-08-1. Odorant has a foul smell. The ability of people to detect odors varies widely. Also, the odor level can be reduced by certain chemical reactions with material in the propane system or when fugitive propane gas from underground leaks passes through certain soils. No odorant will be 100% effective in all circumstances. If the presence of the odorant is not obvious, notify AmeriGas immediately.

## 10. Stability and Reactivity

**STABILITY:** Stable.

**Conditions to Avoid:** Keep away from high heat, strong oxidizing agents and sources of ignition.

**REACTIVITY:**

**Hazardous Decomposition Products:** Under fire conditions, fumes, smoke, carbon monoxide, aldehydes and other decomposition products. In most applications where there is inadequate venting to the outside air, incomplete combustion will produce carbon monoxide (a toxic gas) and potentially develop concentrations that can create a serious health hazard.

**Hazardous Polymerization:** Will not occur.

## 11. Toxicological Information

Propane is non-toxic and is a simple asphyxiant. It has slight anesthetic properties. Higher concentrations may cause dizziness.

**IRRITANCY OF MATERIAL:** None.

**REPRODUCTIVE EFFECTS:** None

**TERATOGENICITY:** None

**SENSITIZATION TO MATERIAL:** None

**MUTAGENICITY:** None

**SYNERGISTIC MATERIALS:** None

## 12. Ecological Information

No adverse ecological effects are expected. Propane does not contain any Class I or Class II ozone-depleting chemicals (40 CFR Part 82). Propane is not listed as a marine pollutant by DOT (49 CFR Part 171).

## 13. Disposal Considerations

**WASTE DISPOSAL METHOD:** Do not attempt to dispose of residual or unused product in the container; return it to your supplier or contact AmeriGas for safe disposal. Residual product within a process system may be burned at a controlled rate if a suitable burning unit is available on site, and is done in accordance with federal, state and local regulations.

## 14. Transport Information

**DOT SHIPPING NAME:** Liquefied Petroleum Gas

**IDENTIFICATION NUMBER:** UN 1075

**IMO SHIPPING NAME:** Propane

**IMO IDENTIFICATION NUMBER:** UN 1978

**HAZARD CLASS:** 2.1 (Flammable Gas)

**PRODUCT RQ:** None

**SHIPPING LABEL (S):** Flammable Gas

**PLACARD (WHEN REQUIRED):** Flammable Gas

**SPECIAL SHIPPING INFORMATION:** Container must be transported in a well-ventilated vehicle, secured, and in a position such that the pressure relief device is in communication with the vapor space.

## 15. Regulatory Information

The following information concerns U.S. Federal regulatory requirements potentially applicable to this product. Not all such requirements are identified. Users of this product are responsible for their own regulatory compliance on a federal, state [provincial] and local level.

### U.S. FEDERAL REGULATIONS

#### Environmental Protection Agency (EPA)

*Comprehensive Environmental Response, Compensation and Liability Act of 1980 (CERCLA)* - 40 CFR Parts 117 and 302

**Reportable Quantity (RQ):** None

*Superfund Amendment and Reauthorization Act (SARA)*

- Sections 302/304: Relates to emergency planning on threshold planning quantities (TPQ) and release reporting based on reportable quantities (RQ) of EPA's extremely hazardous substances (40 CFR Part 355).

**Extremely Hazardous Substances:** None

**Threshold Planning Quantity (TPQ):** None

- Sections 311/312: Relates to submission of material safety data sheets (MSDSs) and chemical inventory reporting with identification of EPA-defined hazard classes (40 CFR Part 370). The hazard classes for this product are:

**IMMEDIATE:** No **PRESSURE:** Yes **DELAYED:** No **REACTIVITY:** No **FLAMMABLE:** Yes

- Section 313: Relates to submission of annual reports of release of toxic chemicals that appear in 40 CFR Part 372. Propane does not require reporting under Section 313.

#### Toxic Substance Control Act (TSCA)

Propane is listed on the TSCA inventory.

#### Occupational Safety and Health Administration (OSHA)

The following 29 CFR Parts may apply to propane:

**29 CFR 1910.110:** *Storage and Handling of Liquefied Petroleum Gases*

**29 CFR 1910.119:** *Process Safety Management of Highly Hazardous Chemicals*

**29 CFR 1910.1200:** *Hazardous Communications*

#### Food and Drug Administration (FDA)

**21 CFR 184.1655:** Generally recognized as safe (GRAS) as a direct human food ingredient when used as a propellant, aerating agent and gas.

## 16. Other Information

**SPECIAL PRECAUTIONS:** Use piping and equipment adequately designed to withstand pressure to be encountered. NFPA 58, LP-GAS CODE and OSHA 29 CFR 1910.10 require that all persons employed in handling LP-gases be trained in proper handling and operating procedures, which the employer shall document. Contact your propane supplier or AmeriGas to arrange for the required training. Allow only trained and qualified persons to install and service propane containers and systems.

### ISSUE INFORMATION

**Issue Date:** December 2002

**Issued By:** Director of Safety

**Supersedes Date:** April 2002

**Phone Number:** 1-610-337-7000

This material safety data sheet and the information it contains is offered to you in good faith as accurate. This Supplier does not manufacture this product, but is a supplier of the product that is independently produced by others. Much of the information contained in this data sheet was received from sources outside our Company. To the best of our knowledge this information is accurate, but this Supplier does not guarantee its accuracy or completeness. Health and safety precautions in this data sheet may not be adequate for all individuals and/or situations. It is the user's obligation to evaluate and use this product safely, comply with all applicable laws and regulations and to assume the risks involved in the use of this product.

NO WARRANTY OR MERCHANTABILITY, FITNESS FOR ANY PARTICULAR PURPOSES, OR ANY OTHER WARRANTY IS EXPRESSED OR IS TO BE IMPLIED REGARDING THE ACCURACY OF COMPLETENESS OF THIS INFORMATION, THE RESULTS TO BE OBTAINED FROM THE USE OF THIS INFORMATION OR THE PRODUCT, THE SAFETY OF THIS PRODUCT, OR THE HAZARDS RELATED TO ITS USE.

A chemical is any element, chemical compound or mixture of elements and/or compounds. Chemicals can be found in three states, solid, liquid or gas.

**Alcohol** - A class of generally colorless, flammable and/or combustible liquids. Uses include solvent, fuel, cleaning fluids, detergents, and antifreeze. Hazard: Restricted function/ damage to central nervous system and liver, vision impairment, flammable.

**Argon** - A colorless, odorless element. Uses include shield in arc welding, furnace brazing, electric and specialized light bulbs and for use in geigercounting tubes, and lasers. Hazard: May cause dizziness and drowsiness and rapid suffocation. In liquid form, is extremely cold and may cause frostbite.

**Asbestos** - A group of impure magnesium silicate minerals which occur in fibrous form. Includes the forms chrysotile and tremolite. Uses include fireproofing, insulation, reinforcing agent in rubber and plastics and paint filler. Hazard: Restricted pulmonary function, dyspnea, fibrosis, confirmed human carcinogen producing lung tumors.

**Benzene** - A colorless to light yellow liquid with an aromatic odor derived from production of gasoline. Used in the production of styrene, synthetic detergents, insecticides, fumigants, solvents, paint removers, rubber cement and antiknock gasoline. Hazard: Confirmed human carcinogen producing myeloid leukemia, Hodgkin's disease, and lymphomas by inhalation, a dangerous fire hazard when exposed to heat or flame.

**Beryllium** - A hard brittle, gray-white metal. Resistant to oxidation at ordinary temperatures. Used in computer parts, x-ray tubes, gyroscopes and rocket fuel additive. Hazard: Highly toxic, especially by inhalation of dust. Long term exposure may cause weight loss, weakness, cough, extreme difficulty in breathing and cardiac failure.

**Botulin** - Bacteria responsible for botulism, an extremely severe form of food poisoning due to the neurotoxin produced by *Clostridium botulinum* sometimes found in imperfectly preserved or canned foods.

**Carbon Dioxide** - A colorless, odorless gas. Used in refrigeration, carbonated beverages, fire extinguishing, aerosols, and medicine. Hazard: Asphyxiant, can increase respiration and heart rate. May cause dizziness and drowsiness.

**Carbon monoxide** - A practically odorless colorless gas. Derived as a by-product of internal combustion engines. Hazard: When inhaled, enters the blood, attaches to hemoglobin so that it cannot accept oxygen causing chemical asphyxia.

**Chromium** - A hard, brittle, semi-gray metal. Uses includes alloys and plating element on metal and plastic substrates for corrosion resistance. Protective coating for automotive and equipment accessories. Hazard: Chromium compounds are suspected of producing tumors of the lungs and nasal cavity. Corrosive action on the skin and mucous membranes. If exposure continues, perforation of the nasal septum may result.

**Copper** - A metal with a distinctive reddish color. Uses include electric wiring, plumbing, heating, chemical and pharmaceutical machinery. A necessary trace element in human diet because it aids in the formation of bones and blood. Hazard: Human systemic ingestion include nausea and vomiting.

**Helium** - A colorless, nontoxic, noncombustible gas. Uses include welding, leak detection, chromatography, geological dating, diving. Hazard: Simple asphyxiant.

**Hydrogen** - A nontoxic, non corrosive gas. Uses include production of synthetic ammonia and methanol, production of hydrochloric acid, and refining petroleum. Hazard: Highly flammable and explosive, simple asphyxiant.

**Hydrogen cyanide** - A water-white liquid with a faint bitter almond odor. Used to manufacture acrylonitrile, dyes, and as a fumigant for orchards and tree tops. Hazard: Chemical asphyxia.

**Hydrogen fluoride (Hydrofluoric acid)** - A colorless, liquid. Used to polish, etch and frost glass, also used in the production of aluminum, brass, stainless and other alloy steels. Hazard: Highly corrosive to skin and mucous membranes. Highly toxic to by ingestion and inhalation.

**Hydrogen sulfide** - A colorless gas with rotten eggs odor. Used to purify hydrochloric and sulfuric acids, and to manufacture elementary sulfur. Hazard: Chemical asphyxia.

**Lead** - A heavy, ductile, soft gray metal. Relatively impenetrable to radiation. Uses include storage batteries, cable covering, ammunition, pipe, solder and alloys, paint base. Hazard: Long term exposure damages the blood-forming bone marrow and the urinary, reproductive, and nervous systems.

**Manganese** - A brittle, silvery metal associated with iron ores. Uses include steel manufacture, improved corrosion resistance and hardness and an essential element for plant and animal life. Hazard: Prolonged inhalation of fume or dust is damaging to the central nervous system. Dust or powder is flammable.

**Methane** - A colorless, odorless, tasteless gas. Used as a fuel and for the production of methanol, acetylene, chloroform, methylene chloride and methyl chloride. Hazard: Simple asphyxiant, severe fire and explosion hazard.

**Molybdenum** - A gray metal or black powder. Used as an alloying agent in steels and cast iron, pigments for printing inks, paints, and ceramics and hair dye. Essential for life. Hazard: Flammable in form of dust or powder. Acute exposures may include severe gastrointestinal irritation with diarrhea, coma, and death from heart failure.

**Nickel** - A malleable, silvery metal with excellent resistance to corrosion. Used in the production of alloys, electroplating, alkaline batteries, and ceramics. Essential element for life. Hazard: Ingestion of may cause nausea, vomiting and diarrhea. Hypersensitivity to nickel is common and can cause allergic contact dermatitis, pulmonary asthma, and conjunctivitis.

**Nitrogen** - A colorless, odorless, tasteless gas constituting about 4/5 of the air we breathe. Used in the production of ammonia, acrylonitrile, quick-freezing foods, cryogenics, inflating tires. Hazard: Simple asphyxiant.

**Ozone** - A blue gas with pungent odor. Uses include purification of drinking water, industrial waste treatment, bleaching waxes, textiles, hormone and steroid manufacture. Hazards: Eye, mucous membrane irritant, may cause pulmonary edema and chronic respiratory disease, dangerous fire and explosion hazard.

**Phosgene** -A colorless to light yellow gas. Uses include pesticide and herbicide manufacture, dyes, production of isocyanates, and organic carbonates. Hazards: Highly toxic, symptoms include burning eyes, vomiting, and chest pain.

**Phosphorus** - A nonmetallic white, yellow, red, or black rock. Uses include pyrotechnics, rodenticides, additive to semiconductors. Hazard: Ignites spontaneously at 86° F. Irritant to eyes and respiratory system. May cause anemia, swelling, skin burns, and abdominal pain.

**Silica** - Found in nature as sand, quartz, flint, diatomite. Uses include manufacture of glass, ceramics, cosmetics, insecticides and abrasives. Hazard: Pneumoconiosis, Silicosis.

**Sulfur dioxide** -A colorless gas with sharp pungent odor. Uses include beer and wine preservative, fumigation, refrigeration, and production of sulfuric acid, potassium and sodium. Hazards: Highly toxic, symptoms include irritation and burning of eyes, nose, throat.

**Tin** - A silver white solid. Uses include tinplating, pewter, bronze, packaging and wrapping foil, organ pipes, dental amalgams, chemicals manufacture. Essential life element. Hazards: Eye and skin irritant. Combustible in the form of dust when exposed to heat or by spontaneous chemical reaction with various elements.

**Turpentine** - A colorless liquid with a penetrating odor; lighter than water. Uses include solvent, thinner for paint and varnish, insecticide, medicines and perfumes. Hazard: Flammable. Eye, nose, throat irritant. Headache and vertigo.

**Zinc** -A shining white metal with bluish gray luster extracted from ores. Uses include alloy manufacture, galvanizing iron, automotive parts, dry cell batteries, fungicides, nutrition (essential growth element). Hazard (dust): Flammable, dangerous fire and explosion risk. In bulk when damp may heat and ignite spontaneously on exposure to air. Hazard: Cough, dyspnea, and sweating. A human skin irritant. When heated, it evolves a fume of zinc oxide, which, when inhaled fresh, can cause "brass chills," resulting in a sweet taste, throat dryness, cough, weakness, generalized aching, fever, nausea, and vomiting.

## APPENDIX I REGULATORY AGENCIES FOR CHEMICAL STORAGE

Oregon Occupational Safety and Health Division (OR-OSHA) Technical Assistance Section 1-800-922-2689 (areas outside Salem) or 378-3272 (in Salem)

Oregon Department of Environmental Quality (DEQ) Waste Management & Cleanup Division (Information Receptionist) 1-503-229-5913 (Portland Office)

Oregon Department of Agriculture (ODA) Pesticide Division (Information Receptionist) 1-503-986-4635 (Salem Office)

State Fire Marshall Codes and Technical Support 1-503-378-3473 Ext: 208 (Salem Office)

Building Codes Division Customer Service 1-503-378-5838 (Salem Office)

If your company uses many chemicals in the normal course of work, it may be impractical to train employees on each chemical to which they may be exposed. The hazard communication standard does allow employers to group chemicals by hazardous characteristics for the purpose of MSDS maintenance and training. On the following pages are examples of hazardous chemical groupings. It is extremely important that employees who use hazardous chemicals on a regular basis are familiar with handling procedures, associated hazards, proper personal protective equipment, and emergency procedures for those chemicals. In an emergency, you will probably not have time to review response actions in the MSDS. Bottom line... know your chemicals and know emergency procedures.

## ALCOHOL

<b>Definition</b>	A colorless liquid that evaporates quickly and has a strong odor.
<b>Uses</b>	Can be burned as fuel or used as a cleaning, disinfecting agent or solvent. Is the intoxicant ingredient in liquor (ethyl alcohol).
<b>Physical Properties and Hazards</b>	These are extremely flammable liquids
<b>Health Hazards</b>	<b>Ingestion:</b> Long-term chronic effects have been well known (liver damage, dizziness, nausea, and blindness). <b>Inhalation:</b> Concentrated amounts can produce similar effects to ingestion. <b>Skin/Eye contact:</b> Vapors can cause eye irritation and extended contact with skin causes drying, chapping, and dermatitis. <b>Chronic effects:</b> Can cause degenerative changes in liver, kidney and brain. Gastritis and cirrhosis of the liver are possible. Known to be a CNS and respiratory depressant.
<b>Precautions with Use</b>	Do not store large quantities of alcohol anywhere except in flammable-proof storage cabinet or area. Avoid prolonged inhalation of any vapors. Extremely volatile liquids (meaning they easily evaporate), so keep in closed containers.
<b>Personal Protective Equipment</b>	Follow MSDS guidelines for specific chemicals.
<b>Examples</b>	Ethyl alcohol                      Methyl alcohol                      Isopropyl alcohol (Isopropanol)

## COMPRESSED GAS

<b>Definition</b>	A gas or mixture of gases having, in container, an absolute pressure exceeding 40 psi at 70 deg. F., or an absolute pressure exceeding 104 psi at 130 deg. F., or a liquid having a vapor pressure exceeding 40 psi at 100 deg. F.
<b>Uses</b>	Medical gases.
<b>Physical Properties and Hazards</b>	Can be "explosive" if the gases escape quickly due to broken valves. They may be flammable or support combustion (i.e., oxygen).
<b>Health Hazards</b>	Inhalation concerns. Frostbite.
<b>Precautions with Use</b>	Protect cylinders from physical damage. Do not allow temperatures to exceed 130 degrees F. Store upright. Well ventilated area is extremely important. When a spill or leak occurs, get exposed individual to fresh air, loosen their clothing.
<b>Personal Protective Equipment</b>	Follow MSDS guidelines for specific chemicals.
<b>Examples</b>	<b>Nitrous Oxide:</b> Risk from chronic exposure. Environment should be regularly monitored to ensure that employees are not exposed to hazardous vapor concentrations. Possible problem in recovery rooms from patients exhaling. <b>Oxygen:</b> Prolonged breathing of high concentrations may lead to toxic effects involving the lungs, central nervous system, and eyes. <b>Nitrogen:</b> Can cause suffocation without warning by reduction of the oxygen level in the air. <b>Ethylene Oxide:</b> Can cause frostbite through skin or eye contact. Contact lenses should not be worn. This is considered to be a cancer and reproductive hazard.

## CORROSIVES

<b>Definition</b>	<p><b>Corrosives:</b> Liquid or solid that causes visible destruction or irreversible alterations in human skin tissue at the site of contact.</p> <p><b>Acid:</b> Any compound that can react with a base to form a salt. pH: &lt;7 (corrosive = 1-3).</p> <p><b>Base:</b> Any substance that removes hydrogen ions from an acid and combines with it in a chemical reaction. pH: &gt;7 (corrosive 11-14)</p>		
<b>Uses</b>	<p><b>Acid:</b> Cleaning metals and other products; chemical reactions.</p> <p><b>Base:</b> Manufacturing soap, chemical synthesis, washing powders, household drainpipe cleaning agents, blood sugar testing tablets.</p>		
<b>Physical Properties and Hazards</b>	<p>As the pH moves closer to "1" or "14", the more corrosive the properties.</p> <p>Generally considered to be nonflammable.</p> <p>Very reactive with each other and other chemicals.</p>		
<b>Health Hazards</b>	<p><b>Ingestion:</b> Causes severe and rapid skin damage, being destructive to any tissue. A corrosive chemical product causes more serious burns of the esophagus and upper GI than the granular products.</p> <p><b>Inhalation:</b> Fumes from either concentrate can be irritating to respiratory tract.</p> <p><b>Skin or Eye Contact:</b> All can burn the skin and are dependent on concentration and duration of contact. This category can produce some of the most severe chemical eye injuries -- conjunctivitis or corneal destruction.</p> <p>Effects of these chemicals are usually so immediate with concentrated chemicals that chronic effects are just residuals of corrosive damage.</p>		
<b>Precautions with Use</b>	<p>Never mix with other chemicals without proper procedures -- poisonous gases can be released through chemical reactions. Use concentrated solutions in well-ventilated areas (i.e., under hoods for some acids). Avoid any prolonged exposure to diluted substances.</p>		
<b>Personal Protective Equipment</b>	<p>Follow MSDS guidelines for specific chemicals.</p>		
<b>Examples</b>	<p>Sulfuric acid Hydrochloric acid</p> <p>Ammonia Toilet bowl cleaners</p>	<p>Bleach (Clorox)</p> <p>Oven cleaners</p>	<p>Nitric acid</p>

## FLAMMABLES

<b>Definition</b>	<p>Flammable liquids have a flashpoint below 100 F. Flashpoint means the minimum temperature at which a liquid gives off a vapor in sufficient concentration to ignite.</p> <p>Flammable gases are gases which will ignite at less than 13% air or whose upper flammability limit is more than 12% of its lower limit.</p> <p>Flammable aerosols yield a flame projection exceeding 18 inches at full valve opening, or a flashback at any degree of valve opening.</p> <p>Flammable solid is a solid other than a blasting agent or explosive that is liable to cause fire through friction, absorption of moisture, spontaneous chemical change, or retained heat from manufacturing or processing, or which can be ignited readily and when ignited burns so vigorously and persistently as to create a serious hazard. It ignites and burns with a self-sustained flame at a rate greater than one-tenth of an inch per second along its major axis.</p>		
<b>Uses</b>	<p>Medical gases. Fuels. Solvents.</p>		
<b>Physical Properties and Hazards</b>	<p>Important to know the flammability of gases -- but if unknown, treat as flammable.</p> <p>Usually all gases are explosive due to the fact they are compressed.</p> <p>Important to know flashpoint of products as they present a very real fire hazard if present in open containers near an ignition source.</p>		
<b>Health Hazards</b>	<p>Inhalation concerns, irritants to both eyes and skin.</p>		
<b>Precautions with Use</b>	<p>Well-ventilated area is extremely important.</p>		
<b>Personal Protective Equipment</b>	<p>Follow MSDS guidelines for specific chemicals.</p>		
<b>Examples</b>	<p><b>Combustible Liquids:</b> Phenol, mineral spirits, methyl cellosolve, fuel oils</p> <p><b>Flammable Liquids:</b> Gasoline, acetone, ethyl acetate, ethyl alcohol</p> <p><b>Flammable Gases:</b> Butane, propane</p>		

## HEAVY METALS

<b>Definition</b>	Heavy metal salts are very poisonous if taken internally because they destroy protein in the body.
<b>Uses</b>	Found in a variety of products (see info on specific metals).
<b>Physical Properties and Hazards</b>	Heavy metals are considered to be a major problem in the environment.
<b>Health Hazards</b>	There are often unrecognized, poorly treated and severe chronic and accumulative side effects. Primary route of entry is ingestion -- good hygiene is important on the job. The body is unable to rid itself of many of these heavy metals and they can accumulate and interfere with normal cellular functions.
<b>Precautions with Use</b>	Good hygiene is imperative -- poisoning can result with careless, repeated massive skin contact. Careful waste disposal methods are essential to prevent environmental pollution.
<b>Personal Protective Equipment</b>	Follow MSDS guidelines for specific chemicals.
<b>Examples</b>	<b>Lead:</b> Found in old paints. Colored comics in newspapers. Colored inserts in magazines. Storage batteries. Antiknock in gasolines. <b>Lead Arsenite and Arsenite:</b> Found in pesticides. Can be exposed through inhalation. <b>Zinc:</b> Often found in deodorants or disinfectants. Inhalation can result from welding, causing fevers, chills, vomiting. <b>Mercury:</b> Free metal -- ingesting is little threat. <b>Inhalation:</b> extreme hazard resulting in chronic effects if mercury spill is not cleaned up appropriately.

## OXIDIZERS

<b>Definition</b>	A chemical that initiates or promotes combustion in other materials.
<b>Uses</b>	Varied.
<b>Physical Properties and Hazards</b>	It is not combustible, but it produces heat upon reaction with combustibles and may cause ignition. Increases the flammability of combustible, organic, and readily oxidizable materials.
<b>Health Hazards</b>	<b>Inhalation:</b> Vapors are corrosive and irritating to the respiratory tract. Inhalation of mist may burn the mucous membrane of the nose and throat. <b>Ingestion:</b> Corrosive and irritating to the mouth, throat and abdomen. Large doses may cause symptoms of abdominal pain, vomiting, and diarrhea as well as blistering or tissue destruction. <b>Skin Contact:</b> Irritating in contact with the skin. Symptoms may include discoloration of skin and pain. <b>Eye Contact:</b> Vapors are very corrosive and irritating to the eyes. Symptoms include pain, redness, blurred vision. Splashes may cause tissue destruction. <b>Chronic Effects:</b> Persons with pre-existing skin disorders or eye problems or impaired respiratory function may be more susceptible to the effects of the substance.
<b>Precautions with Use</b>	Use in well-ventilated areas. Maintain eye wash fountain and shower facilities in work area. Store in a cool, well-ventilated dark area separated from combustible substances, reducing agents, strong bases, and organics.
<b>Personal Protective Equipment</b>	Follow MSDS guidelines for specific chemicals.
<b>Examples</b>	Hydrogen Peroxide, 30% Bleach

## PETROLEUM

<b>Definition</b>	An oily, liquid solution, yellowish-green to black in color, occurring naturally in some rock formations. Distillation yields paraffin, kerosene, benzene, naphtha, fuel oil, gasoline, etc.
<b>Uses</b>	Wide uses as fuel sources, refrigerants, propellants, pesticides, lubricants, solvents, degreasers, food additives.
<b>Physical Properties and Hazards</b>	General liquids which will burn and can explode.  Vapors have been known to expand and split unvented containers.
<b>Health Hazards</b>	<b>Inhalation:</b> If prolonged, can cause a pneumonitis, pulmonary edema, and hemorrhage. <b>Skin Contact:</b> Can cause dermatitis (diesel fuel tends to be more irritating because of additives). <b>Chronic Effects:</b> Include anesthetic and central nervous system depression as well as lung damage.
<b>Precautions with Use</b>	Appropriate storage and venting of containers is necessary. Use in well-ventilated areas and avoid prolonged inhalation. Wash off skin as soon as possible after contact.
<b>Personal Protective Equipment</b>	Follow MSDS guidelines for specific chemicals.
<b>Examples</b>	Kerosene      Gasoline      Lighter Fluid      Paraffin mixtures      Fuel oil High Vacuum Grease

## PESTICIDES

<b>Definition</b>	A spray mixture used to kill insects, spiders, rodents, or other pests.
<b>Uses</b>	Used to eliminate pests.
<b>Physical Properties and Hazards</b>	Many are aerosol products and can rocket or explode in heat or fire.
<b>Health Hazards</b>	<b>Inhalation:</b> Product spray mist or fog may cause irritation to nose, throat and lungs if adequate ventilation is not employed. <b>Chronic Effects:</b> Aspiration of material into lungs can cause chemical pneumonitis which can be fatal. Pre-existing skin, eye, and lung disorders may be aggravated by exposure to these products.
<b>Precautions with Use</b>	Use with adequate ventilation. Wash hands with soap and water before eating, smoking, drinking, or using toilet facilities.
<b>Personal Protective Equipment</b>	Follow MSDS guidelines for specific chemicals.
<b>Examples</b>	Azinphos      Kelthane      Roundup      Pentachlorophenol

## SOLVENTS

<b>Definition</b>	An organic substance used for dissolving another substance.
<b>Uses</b>	Are an important part of everyday life. Found in housekeeping, maintenance, hobby activities, and labs.
<b>Physical Properties and Hazards</b>	Nearly all will burn and explode. Volatile solvents evaporate readily, with a small amount of liquid making a large amount of vapor or gas. Many solvent vapors are heavier than air and sink to the floor.
<b>Health Hazards</b>	May be the obscure cause of vague symptoms or serious disability -- all are toxic to varying degrees. <b>Inhalation:</b> Can cause damage to lungs or kidneys in high concentrations --have a rapid narcotic, anesthetic action. <b>Skin/Eye Contact:</b> All can cause dermatitis by their action in removing normal skin oils by sensitizing and all will irritate the eye. <b>Chronic Effects:</b> many can cause cumulative systemic damage by repeated exposures to low but unsafe concentrations. Target organs -- blood and blood forming organs, liver, kidneys, nervous system.
<b>Precautions with Use</b>	Use out doors or in well-ventilated area. Avoid splashes. Wash hands well after use and before eating or smoking. Keep pilot lights, sparking motors, cigarettes, or other ignition sources at a distance (volatile solvents evaporate readily).
<b>Personal Protective Equipment</b>	Follow MSDS guidelines for specific chemicals.
<b>Examples</b>	2-butoxyethanol (Carpet protector, Formula 510, True Blue). 1,1,1,-trichloroethane (Stainless steel cleaner) Acetone                      Trichlorofluoroethane (Freon)                      Xylene

**A**

A-33 Dry  
 ABC Dry Chemical Fire Extinguishant  
 Acid Cell Soak Compound  
 Airlift Scentre  
 Ajax All Purpose Cleaner with Amonial (Liquid)  
 Ajax Oxygen Bleach Cleanser (Dry)  
 Alkyd Floor & Deck Enamel Walnut  
 Alkyd Lo-Sheen Enamel Deeptone Base  
 All Pure Clear Ammonia  
 All Walter Coated Abrasives  
 Arco Unleaded Regular Gasoline  
 Auto Cleaner and Polish

AIRWICK INDUSTRIES, INC.  
 AMEREX CORPORATION  
 OLIVER CHEM. CO., INC.  
 SPARTAN CHEM. CO., INC.  
 COLGATE-PALMOLIVE CO  
 COLGATE-PALMOLIVE CO  
 PPG INDUSTRIES, INC.  
 PPG INDUSTRIES, INC.  
 ALL PURE CHEM. CO.  
 J WALTER, INC.  
 ARCO PRODUCTS COMPANY  
 SHARE CORPORATION

**B**

Battery Electrolyte  
 BH-38 Degreaser  
 Big 'D' Liquid Deodorant  
 Bio Brite Extractor  
 Blackboard Slating Light Green  
 Bleach (Generic)  
 Bleach Household  
 Bleach, -6-16% (7637) (7737)  
 Blot That Spot Stain Remover  
 Bolt Wasp & Hornet Killer II  
 Boraxo Citrus Waterless Hand Cleaner with Pumice  
 Boraxo Powdered Hand Soap  
 Bowldozer Non-Acid Bowl Cleaner  
 Break-Up  
 Brilliant Yellow Enamel

EXIDE CORPORATION  
 SPARTAN CHEM. CO., INC.  
 NSSC---BIG D INDUSTRIES, INC.  
 NATIONAL SANITARY SUPPLY CO.  
 RODDA PAINT CO.  
 ALL PURE CHEM. CO.  
 NSSC---ALL PURE CHEM. CO.  
 KLIX CHEM. CO.  
 NATIONAL SANITARY SUPPLY CO.  
 JOHNSON WAX  
 THE DIAL CORPORATION  
 U.S.BORAX  
 NATIONAL SANITARY SUPPLY CO.  
 JOHNSON WAX  
 PPG INDUSTRIES, INC.

**C**

C-422 Rough Touch Scrub in a Bucket  
 Carpet Guard - Naptha Mixture  
 Carpet Guard - National  
 Chalkboard Cleaner  
 Chewing Gum Remover  
 Chewing Gum Remover  
 Citra Jinx Organic All Purpose Cleaner  
 Citro Shield Furniture Polish (Aerosol)  
 Citrus Wick Deodorant  
 Commando Gym Finish  
 Complete For Floors  
 Conq - R - Dust Liquid

NSSC---DYMON, INC.  
 --- COATE CO.  
 NSSC---GUARDSMAN PRODUCTS, INC.  
 CLAIRE MANUFACTURING  
 CLAIRE MANUFACTURING  
 SPARTAN CHEM. CO., INC.  
 CLAIRE MANUFACTURING  
 SPARTAN CHEM. CO., INC.  
 SPARTAN CHEM. CO., INC.  
 PACKER-SCOTT CO.  
 S.C.JOHNSON WAX  
 S.C.JOHNSON WAX

Control (3132)  
Coos Grange Supply Lawn Special 22-6-10  
CPS Laundry Detergent  
Crystal  
CT (FT)Mildew Remover 228 12-1

KLIX CHEM. CO.  
COOS GRANGE  
FORMULA CORPORATION  
MT. HOOD CHEM. CORP.  
FORMULA CORPORATION

## D

Damp Mop  
Dark Redwood (Alkyd Oil Solid Colors)  
Dazzle Neutral Floor Cleaner  
Defoamer  
Deo Blox  
Disinfectant /Spray for Health Care Use - Country Fresh  
Diesel (regular)  
DMQ Damp Mop Neutral Disinfectant Cleaner  
Dust Go  
Dyna-Wipes

SPARTAN CHEM. CO., INC.  
PPG INDUSTRIES, INC.  
NATIONAL SANITARY SUPPLY CO.  
SPARTAN CHEM. CO., INC.  
NATIONAL SANITARY SUPPLY CO.  
CLAIRE MANUFACTURING  
TOSCO CORPORATION  
SPARTAN CHEM. CO., INC.  
GOLDEN STAR, INC.  
DYNACCO, INC

## E

Enzyt 5 Drain Treatment  
Exide: Secondary Storage Battery (Battery-Hybrid)  
Exide: Secondary Storage Battery (Lead/Acid Storage)  
Expert MarbleQuick Dry Penetrating Sealer

NSSC---WALTON-MARCH, INC.  
EXIDE CORPORATION  
EXIDE CORPORATION  
NATIONAL SANITARY SUPPLY CO.

## F

Fan-Apart Adhesive For Trans/Rite Carbonless Paper  
Fast & Easy  
Floor Corps Neutralizer/Conditioner  
Floor Corps Stripper (Improved)  
Foam Up Cleaner  
Freedom Speed Stripper  
Fresh Guard  
Furniture Polish

MEAD  
SPARTAN CHEM. CO., INC.  
NSSC---WALTON-MARCH, INC.  
WALTON-MARCH INC.  
NATIONAL SANITARY SUPPLY CO.  
S.C.JOHNSON WAX  
AIRWICK INDUSTRIES, INC.  
CLAIRE MANUFACTURING

## G

Galv. Steel Prime White Oil Type  
Germicidal Cleaner  
Glance Concentrate Glass Cleaner Refill  
Gleme Glass Cleaner  
Glow Coat  
Gold-N-Glow  
Good Sense 7 - Country Garden  
Goodbye Graffiti # 1 (Liquid)  
Gum Off Aerosol  
Gum Off Chewing Gum Remover  
I-1099 Gym Prep

PPG INDUSTRIES, INC.  
CLAIRE MANUFACTURING  
S.C.JOHNSON WAX  
CLAIRE MANUFACTURING  
MT. HOOD CHEM. CORP.  
NSSC---SUPREME CHEMICAL CORP.  
S.C.JOHNSON WAX  
NATIONAL SANITARY SUPPLY CO.  
NATIONAL SANITARY SUPPLY CO.  
NATIONAL SANITARY SUPPLY CO.  
PACKER-SCOTT CO.

## H

Hepacide Quat  
Hysheen Dust Mop Treatment Liquid

SPARTAN CHEM. CO., INC.  
NATIONAL SANITARY SUPPLY CO.

## I

	Improved True Blue	NSSC---WALTON-MARCH, INC.
	Ioco Xylene	ESSO CHEMICAL
<b>J</b>		
	Jasco Brush Cleaner	JASCO CHEM. CORP.
	Johnson Multi	S.C.JOHNSON WAX
	J-Wax Believe	S.C.JOHNSON WAX
<b>K</b>		
	Kodak Imagelink Retrieval Workstation 1000 Toner Cartridge N	CANON INC.
<b>L</b>		
	Latex Flat Bahama Brown	PPG INDUSTRIES, INC.
	Lemon Johnson Shine Up Ready to Use	S.C.JOHNSON WAX
	Lemon Shine Aerosol	NATIONAL SANITARY SUPPLY CO.
	Liquid Dial Soap, Antimicrobial	THE DIAL CORPORATION
	Lo-Luster Neutral Base	PPG INDUSTRIES, INC.
	LPS Instant Cold Galvanize	HOLT LLOYD CORP.
<b>M</b>		
	3M Brand 303 Dri-Strip	3M
	Magic Scent	WILLIAMS, INC.
<b>N</b>		
	NABC Non Acid Disinfectant Bathroom Cleaner	SPARTAN CHEM. CO., INC.
	NBC Concentrate Non-Buily Deodorant Cleaner Degreaser	NATIONAL SANITARY SUPPLY CO.
	New England Red Latex	PPG INDUSTRIES, INC.
	No. 7704 FD&C Red #40 Granular Dustmaster	WARNER-JENKINSON CO., INC.
	NSS Concentrate Cleaner	NATIONAL SANITARY SUPPLY CO.
	NYOIL	NYE LUBRICANTS, INC.
<b>O</b>		
	One Shot Drain Opener	NATIONAL SANITARY SUPPLY CO.
	Original Johnson Shine-Up (Liquid)	S.C.JOHNSON WAX
	Over and Under	S.C.JOHNSON WAX
<b>P</b>		
	Paint Type Remover	JASCO CHEM. CORP.
	Para Blocks and Crystals (Urinal Blocks)	FRESH PRODUCTS, INC.
	Pink Luron with Lanolin Powdered Hand Soap	U.S.BORAX
	Pitts Pts Quick Dry ENL Deeptone Base	PPG INDUSTRIES, INC.
	Plaza	S.C.JOHNSON WAX
	Professional Spotter	THE RAMSEY CO.
	Pyridinium Chlorochromate	SIGMA CHEM. CO.
<b>Q</b>		
	Quic Solv	NATIONAL SANITARY SUPPLY CO.
	Quick Strip	PACKER-SCOTT CO.
<b>R</b>		
	Resin Bonded Abrasive	J. WALTER, INC.
	Rejuuv	SPARTAN CHEM. CO., INC.
	REZ INT Semi Transpar LTX Med Tint Base	PPG INDUSTRIES, INC.
	REZ Sealer Primer	PPG INDUSTRIES, INC.

RP 705  
Rugbee Carpet & Room Deodorizer

CIBA-GEIGY CORPORATION  
S.C.JOHNSON WAX

## S

1st Choice Spray Emulsion  
Satinhide Alkyd Lo-Luster White & Pastel  
Scott's Liquid Gold Wood Cleaner & Preservative (Aerosol)  
Scott's Liquid Gold Wood Cleaner & Preservative (Pourable)  
Sheen 17  
Shine Plus  
Shower Power  
Showtime Stainless Steel Cleaner  
Snapback Liquid  
Snapback Spray Buff Liquid  
Soft Care Hair & Body Shampoo  
Soft Care Industrial Soap  
Soft Care Lotionized Soap  
Soft Spot Plastic Cleaner/Polish  
Solvent 225 Naptha  
Spa Body Shampoo (Bulk)  
Speedhide EXT INT. Gloss En. Deeptone  
Speedhide INT Losheen White & Pastel  
Speedhide Latex Flat-White/Pastel Base  
Speedhide Lo-Sheen Enamel, Midtone Base  
Speedhide White Emulsion Sealer  
Speedhide Zinc Chromate Primer  
Spray-It-Kleen  
Sprinkle Rug and Room Deodorizer  
Stainless Steel Maintainer  
Steamette  
Stem to Stern  
Speedomatic Paint Remover  
Sumithrin  
Sunny-Side  
Sunroof Latex Primer  
  
Super Concrete Cure/Seal  
Superfast Z Prime  
Superior Smoke for Testing Sanitary Sewers  
Surface Guard

SWISS CLEAN, INC.  
PPG INDUSTRIES, INC.  
SCOTT'S LIQUID GOLD-INC.  
SCOTT'S LIQUID GOLD-INC.  
SPARTAN CHEM. CO., INC.  
SPARTAN CHEM. CO., INC.  
GRIFFIN BROS., INC.  
NSSC---WALTON-MARCH, INC.  
S.C.JOHNSON WAX  
S.C.JOHNSON WAX  
S.C.JOHNSON WAX  
S.C.JOHNSON WAX  
S.C.JOHNSON WAX  
NSSC---WALTON-MARCH, INC.  
GREAT WESTERN CHEM. CO.  
SPARTAN CHEM. CO., INC.  
PPG INDUSTRIES, INC.  
PPG INDUSTRIES, INC.  
PPG INDUSTRIES, INC.  
PPG INDUSTRIES, INC.  
PPG INDUSTRIES, INC.  
PPG INDUSTRIES, INC.  
PACKER-SCOTT CO.  
NATIONAL SANITARY SUPPLY CO.  
CLAIRE MANUFACTURING  
THE RAMSEY CO.  
APOLLO CHEMICAL & EQUIPMENT CO.  
JASCO CHEM. CORP.  
WHITMIRE RESEARCH LAB., INC.  
SPARTAN CHEM. CO., INC.  
PPG INDUSTRIES, INC.  
NSSC---FEDERAL INTERNATIONAL  
CHEMICALS  
ZEHRUNG CORPORATION  
SUPERIOR SIGNAL CO., INC.  
MT. HOOD CHEM. CORP.

## T

TCS "J" Cleaner  
TCS Brite Bowl  
TCS Stop Odor BIG 6x1 Cs  
TCS Twin Mist Window Cleaner  
Thermo Clean  
Thymol Crystalline

FORMULA CORPORATION  
FORMULA CORPORATION  
FORMULA CORPORATION  
FORMULA CORPORATION  
ROCHESTER MIDLAND CORP.  
SIGMA CHEM. CO.

	Timesaver	ASSOCIATED CHEMISTS, INC.
	Top Hand (Natural Product)	PACE NATIONAL CORP.
	Total Body Shampoo by Dial	THE DIAL CORPORATION
	Tough Duty	SPARTAN CHEM. CO., INC.
	Trendsetter Floor Finish	SPARTAN CHEM. CO., INC.
<b>U</b>		
	Unocal 76 Unleaded Gasoline	UNOCAL 76
	Unocal Hydraulic Oil AW 46	UNOCAL 76
	Unocal MP Gear Lube LS 80w/90	UNOCAL 76
<b>V</b>		
<b>W</b>		
	781 Wash and Wax	ASSOCIATED CHEMISTS, INC.
	Wallhide Flat Latex Pastel	PPG INDUSTRIES, INC.
	Waterless Floor Maintainer	NATIONAL SANITARY SUPPLY CO.
	Waterless Hand Cleaner	SPARTAN CHEM. CO., INC.
	Web-Away	WEB-AWAY, INC.
	Wenco Emulsifier/Spotter	ASSOCIATED CHEMISTS, INC.
	White Latex Flat H.P.	PPG INDUSTRIES, INC.
	White Latex-Wood Primer	PPG INDUSTRIES, INC.
	Winter Kleer	MT. HOOD CHEM. CORP.
	WM True Blue Glass Cleaner	NSSC---WALTON-MARCH, INC.
	Wood Dust	WEYERHAEUSER CO.
<b>X</b>		
	Xtraction II	SPARTAN CHEM. CO., INC.
<b>Y</b>		
	Yellow Zone Marking Paint	PPG INDUSTRIES, INC.
<b>Z</b>		
	Zep 45-No.	ZEP MANUFACTURING CO.

# HAZARDOUS WASTE DISPOSAL POLICY

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## GENERAL INFORMATION

Southwestern Oregon Community College recognizes the importance of protecting the environment as well as protecting the health and safety of faculty, staff, and students. It is the policy of Southwestern to reduce the use of toxic materials in College operations whenever reasonably possible and to reduce the amount of hazardous waste generated.

College Departments should work towards reducing both the use of toxic materials and the generation of hazardous chemicals in an environmentally sound manner. Disposal of hazardous materials should be considered only after sincere attempts have been made to recycle, recover, or otherwise reuse the material.

It is the responsibility of each employee to handle and dispose of hazardous material in a manner that is in accordance with the guidelines established by the College. These guidelines have been developed so that hazardous waste disposal at Southwestern will be in compliance with all state and federal regulations governing the handling and disposal of hazardous waste.

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## GENERAL GUIDELINES

The first step in dealing with any chemical spill is to assess the magnitude of spilled material and the associated level of hazard. No one should attempt to deal with a spill until properly equipped with adequate personal protective equipment and spill treatment materials. Risk assessment is successful only if personnel are familiar with the hazardous properties of the material they are handling and have developed methods to follow in the event of a spill.

Information of this type is available from Material Safety Data Sheets and from the College's Facilities Department. The Facilities Department has the responsibility to respond to chemical spills and to oversee cleanup activities. This Department also has the authority to ensure that appropriate cleanup steps are taken in accordance with applicable environmental regulations.

## WASTE CATEGORIES

Hazardous waste can be broadly grouped into four categories: chemical, radioactive, biohazardous, and materials that are sharp. Each category has hazards that have an effect on safe handling and disposal practices, and a specific waste may have properties of more than one category.

### CHEMICAL WASTE

Chemical wastes which are hazardous are disposed through a hazardous waste disposal program managed by the Facilities Department. The designation of "hazardous" refers to chemicals or materials that are corrosive, flammable, reactive (including explosive), or toxic. The regulatory definition of hazardous waste, in a broad interpretation, includes the majority of known chemicals when they are to be discarded.

The hazardous waste disposal program is managed in accordance with regulations of the Oregon Department of Environmental Quality (DEQ) and the U.S. Environmental Protection Agency. These regulations dictate specific methods for disposal of different types of hazardous chemical waste. Therefore, the College has specific guidelines that must be followed regarding packaging, labeling, and disposal of hazardous waste. Since generators of waste are charged for costs associated with waste disposal, guidelines have also been developed by the College for recycling and waste minimization techniques.

### BIOHAZARDOUS WASTE

Biohazard or biological hazard means those infectious agents presenting a risk of death, injury or illness to individuals who handle them. Any waste materials that contain such agents must be autoclaved or chemically sterilized prior to disposal into the normal trash. A control, such as sterilizer indicator tape, must be employed to assure the effectiveness of treatment. Other hazards, such as toxicity or radioactivity, should not be ignored when disposing of sterilized materials. If sterilization is not practical, then biohazardous material must be incinerated in a DEQ permitted infectious waste incinerator. Contact the Facilities Department for information.

### SHARP MATERIALS

Material that is sharp, including needles, broken glass, and razor blades, provides a danger both to initial users and to other persons who may subsequently handle it. In addition to causing physical damage, such material, when contaminated, can provide an entry route into the body for toxic or infectious substances.

Sharp material should be enclosed in a rigid container which the material cannot penetrate. The Facilities Department should be contacted for disposal. Materials meeting the regulatory definition of sharps include, but are not limited to needles, syringes with or without needles, lancets. Broken glass may be placed in garbage dumpsters after enclosure in rigid containers.

### RADIOACTIVE MATERIALS

Radioactive materials are not handled at Southwestern at this time in a manner to create a disposable waste condition.

## INSTRUCTIONS FOR HAZARDOUS WASTE DISPOSAL

Federal and state laws require proper disposal of chemical wastes. To make this process as easy as possible, The Facilities Department has established the Hazardous Waste Disposal program. For waste generators, this system requires three steps: packaging the waste correctly, filling out the Chemical Collection Request, and sending the request to Facilities.

### PACKAGING WASTE

Package waste in a leak-proof container with a screw-top lid or other secure closure. Snap caps, such as those found on milk bottles, wrong size caps, parafilm, or other loose fitting lids are not acceptable.

Solid debris can be packaged into sealed plastic bags. Do not use biohazard bags for chemically hazardous waste.

Clean visible contamination from outside of the container.

### LABELING WASTE

Obtain and complete a Chemical Collection Request Form from the Facilities Department.

## COMPLETING THE CHEMICAL COLLECTION REQUEST FORM

Fill out the following information legibly:

*Name:* This is the person we contact if we have questions about the waste. He or she should be knowledgeable about the chemical characteristics of the waste and the processes used to generate the waste.

*Date:* State and federal law allows us to store waste on campus for no more than 90 days. If the container was used to accumulate waste, the date should give the last day waste was added.

*Department:* Departments identification is needed to aid in pollution prevention planning.

*Phone number:* List the number where the waste generator can be reached.

*Building and Room:* Please list the building and room where the waste will be located when we arrive to pick it up, not your office.

### CHEMICAL CONTENTS AND PROPERTIES

*Chemical Name and Common Name:* Used as the basic identifiers for the waste product.

*Constituents and Percentages:* List all constituents in the container, including solvents and water, by full name, not by abbreviation, initials or chemical formula. Include their approximate proportions, which should add up to 100%. If the proportions are unknown, indicate that the container holds a mixture and identify the components as well as you can.

*Properties, Number of Containers, Container Type:* Follow the check-off and blank fill-in to complete these sections. They are very self-explanatory.

*Quantity per Container:* Indicate the amount of waste in the container, not the size of the container, using one of the following units of measure: liter (including ml, etc.), gallon, gram (including kg, etc.) pound. For example, two liters of waste in a four-liter container should be entered as two liters.

*Total Quantity:* Amount in all containers.

*pH:* Measure the pH. This is very important in classification of some wastes.

*Major Hazards:* Be sure to indicate all hazards. This information is available off of the original container label or the product MSDS.

*Comments:* Add any comments that you feel would be helpful in classification and handling of the material. Put in this section the information you would like to have added if you were the one charged with the disposal of the material.

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## ARRANGING FOR WASTE PICKUP

Send a copy of the completed request to the Facilities Department. Attach a copy of the request to the waste container. We will pickup the waste within a week of receiving the request.

Leave the marked containers in a visible place in the room noted on the request.

## HAZARDOUS WASTE DISPOSAL GUIDE

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### OFFICE AND SHOP WASTE

Both office and shop settings typically utilize products that are found also in homes. Environmental regulations allow homeowners greater leeway in disposal of materials than in the workplace environment. What people are used to legally throwing away at home may not be legal to do at work.

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### AEROSOL CANS

All aerosol cans are considered hazardous waste until completely empty and punctured.

Campus departments may purchase devices to open aerosol cans and drain contents, except for cans with pesticides or other highly toxic materials. Cans will be picked up as with other hazardous wastes.

Departments that produce a lot of aerosol cans are encouraged to purchase their own opening device, in consultation with the Facilities Department.

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### OFFICE PRODUCTS

In the past, correction fluid (white out), duplicating fluid, glues, and various thinners for these products were extensively used in offices. With the advent of computers, the use of these solvent-based products has decreased. Containers that are not completely dry are typically hazardous waste when disposed. In addition, toner fluid (for copiers and printers) may be hazardous, depending on constituents. Inks used for stamp pads or certain pens are typically hazardous.

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### CLEANING PRODUCTS

Many cleaning products have a high or low enough pH to qualify as hazardous waste. Any cleaning product that smells of ammonia is likely to be above the pH allowed for sewer disposal under Coos Bays drain disposal regulations. This does not affect the use of these products as intended, but should be kept in mind when getting rid of old or outdated stock. In addition, many cleaning products contain solvents that may be classified as hazardous waste when disposed.

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### RAGS

Rags that are to be used for solvent-based purposes should be purchased, when possible, through a laundering service that includes laundering the rags. If this is not feasible, rags with flammable solvents or hazardous constituents should be collected in flammable rag containers and disposed as hazardous waste.

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### PAINT

Paint is typically hazardous before drying. The use of lead and mercury in paint has largely disappeared, but the solvents used in both latex and oil-based paints are usually hazardous. Excess unopened or scarcely used paint in good condition should be offered as surplus property. Paint that has been opened should only be thrown away if it is completely dry. If not dry, it can be painted onto something or disposed as hazardous waste.

## WASTE REDUCTION

### WASTE COSTS

The cost to dispose of hazardous chemical waste will often exceed the original purchase price of a chemical or chemical product. The College encourages waste generators to use waste reduction techniques. If followed, the techniques listed below will help reduce the volume of waste, which will have a corresponding effect on the cost of disposal. Because the costs are variable, they are not listed here.

In addition to disposal costs, there are fines from regulatory agencies for not properly handling waste materials. These fines can be as much as \$10,000 per day, and are closely tied into storage and labeling guidelines.

### PURCHASING

Purchase chemicals to match anticipated needs. This aspect of waste and cost reduction is frequently overlooked. A substantial portion of hazardous waste generated at Southwestern consists of chemicals that are in original containers, and are unused or of questionable purity due to previous use. Projected savings from purchasing chemicals in a larger size are often offset by costs for disposal of unused portions of larger bottles, especially those with a limited shelf life. It may not be possible to exactly determine future needs, but any effort will be beneficial.

### CHANGE PROCEDURES

A procedure that uses a hazardous substance can often be modified to lessen the hazard or amount of waste products resulting from that procedure. In many cases, a less hazardous material can be substituted and perform as well. An example is substituting a commercial lab glass cleaner (e.g. NOCHROMIX) in place of chromic acid cleaning solution. The resulting mixture is still hazardous because of its corrosive properties, but has no toxic chromium and can therefore be neutralized. Reactive substances, those that react with water or air or are unstable, are especially troublesome disposal items. Disposal costs associated with picric acid, for example, can be as much as ten times the original purchase price.

### UNKNOWNNS

Unknowns are difficult and expensive to dispose. Unknowns can be prevented by good record keeping and labeling, which includes designation of constituents and percentages. If unknowns are found, the responsible department must make every effort to identify the material. If this is not possible, then the responsible department will be billed for the cost of identification or classification required for disposal of the unknown chemical, in addition to disposal costs.

### RECYCLING

Chemical recycling is possible if material is in unopened containers or partially used original containers and of high quality. These materials are made available to interested parties at Southwestern. Be careful not to obliterate any parts of labels. Chemicals and chemical products should not be given or sold to the general public or offered as surplus property. Commercial chemical products may be offered for surplus if reasonable cautions are followed.

### SEGREGATE

Segregate wastes as much as possible. Mixing a low-cost disposal item with a higher one makes the entire lot a higher cost item.

## STORAGE

The storage of hazardous materials must be in compliance with federal and state regulations. Your methods of handling waste are subject to unannounced inspections by state regulatory inspectors.

All containers need to have a label at all time indicating contents. For waste materials, this could be a simple label such as "WASTE SOLVENT" or "USED ACETONE".

Put the label on the container **BEFORE ADDING WASTE**.

All containers need a lid at all times when not actively adding or removing waste.

Evaporation in a hood is not a legal disposal method. Funnels do not count as lids.

Secondary containment is advised for liquid containers.

Storage limits and locations are the same for waste as for new materials. For example, storage of flammable liquids in excess of 10 gallons requires a flammable liquid storage cabinet. Glass bottles may not be stored on the floor because accidental kicking can easily break them.

## DISPOSAL

Contact the College Facilities Department at extension 7250 for the disposal of:

- aerosol cans
- asbestos
- batteries
- biohazards and sharps
- chemical waste
- pump oil
- photographic fixer
- unused paint
- empty rinsed recyclable glass

## NON-HAZARDOUS WASTES, TREATMENT, RECYCLING

### NON-HAZARDOUS CHEMICALS

Solids should be collected in disposable, non-leaking containers, labeled with contents, clearly marked as non-hazardous, and prepared for disposal.

The Facilities Department will accept any well identified non-hazardous waste for no charge; it can alternatively be placed into the campus garbage collection system.

Solutions containing only non-hazardous, water miscible liquid materials, pH between 6 and 9, can be disposed through the sewer system. Remember though, that “hazardous” includes flammable liquids even if water-soluble.

If questions arise as to a specific chemical’s hazard status, contact the Facilities Department.

**The items listed below are considered NON-hazardous:**

- Acetates: Ca, K, Na, K, Mg, NH<sub>4</sub>
- Naturally occurring amino acids and salts
- Citric acid and salts of Na, K, Mg, NH<sub>4</sub>, Ca
- Bicarbonates: Na, K
- Borates: Na, K, Mg, Ca
- Bromides: Na, K, NH<sub>4</sub>
- Carbonates: Na, K, NH<sub>4</sub>
- Chlorides: Na, K, Mg, Ca, NH<sub>4</sub>
- Lactic acid and salts of Na, K, Mg, NH<sub>4</sub>, Ca
- Sugars and sugar alcohols
- Starch
- Iodides: Na, K, Ca

- Oxides: B, Mg, Ca, Al, Si, Fe, Zn
- Phosphates: Na, K, Mg, Ca, NH<sub>4</sub>
- Silicates: Na, K, Mg, Ca
- Sulfates: Na, K, Mg, Ca, NH<sub>4</sub>

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## CHEMICAL RECYCLING

**Chemical Recycling** is possible if material is in unopened containers or partially used original containers and of high quality.

- These materials are made available to interested parties at Southwestern. Be careful not to obliterate any parts of labels.
- Chemicals and chemical products should not be given or sold to the general public or offered as surplus property.
- Commercial chemical products may be offered as surplus property if reasonable precautions are followed.

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## CHEMICAL TREATMENT

Neutralization can be performed on wastes which are hazardous only because they are corrosive (acids, bases).

A neutralized solution should have a final pH value between 6 and 9. Corrosive waste should not be discharged through the sewer system.

The Southwestern Facilities Department staff can neutralize corrosive materials, if necessary, and may be able to provide waste generators with appropriate neutralization materials. Treatment of other materials to lessen the hazard or amount of a waste can be included as part of standard operating procedures in laboratories. Such procedures should be written and made a part of specific experimental protocol.

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## CHEMICAL WASTE DISPOSAL

**Hazardous chemical waste refers to any material substance that is:**

CORROSIVE (pH<2 or pH>12)

REACTIVE (oxidizers, water reactive)

FLAMMABLE (flash point <140 F)

TOXIC

Hazardous waste is incinerated (at off-site locations). The Facilities Department is charged for the cost of hazardous waste disposal, so departments are encouraged to employ waste reduction procedures to limit costs. Use the following guidelines to dispose of hazardous chemical wastes.

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## CONTAINERS

All waste must be in appropriate NON-LEAKING containers with lids that are non-leaking, tight fitting and are not cracked, broken, or chemically damaged.

The container size should match the amount of waste.

Containers must be compatible with the waste contained.

Liquid containers must be less than 5 gallons and weigh less than 45 pounds.

Paper or cardboard primary containers should be put into sealed plastic bags.

Except for common solvents, which can be bulked together, waste disposal charges are related to container volume rather than solely a weight basis; a partially full container may cost the same as a full one.

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## LABELS

All unused chemicals in original non-leaking containers with manufacturer's label will be accepted as is.

All other waste require an orange hazardous waste label, available from the Facilities Department, which must be completed and attached to each waste container, except for very small containers.

Labels should be affixed in a manner that does not cover existing labels or markings.

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## PACKING

Waste generators should find cardboard boxes and make them available to the Facilities Department staff at the time of waste removal.

DO NOT pack waste in boxes, since waste containers will be examined by visual inspection.

The Facilities Department staff will pack waste in boxes according to compatibility.

Boxes should be sealable when necessary, and sturdy enough to transport the material.

Boxes exceeding 45 pounds or 18 inches on a side cannot be safely handled by one person, and will not be picked up.

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## PICKUP

To request waste pickup, call the Facilities Department at extension 7250.

In all cases, furnish the following information:

- name
- phone
- department
- pickup location (building and room number)

You will be notified by Facilities of pickup date and approximate time (usually within 1 week).

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## SPECIFIC WASTES

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### AEROSOL CANS

All aerosol cans are considered hazardous waste until completely empty and punctured.

Campus departments may purchase devices to open aerosol cans and drain contents, except for cans with pesticides or other highly toxic materials. Cans will be picked up as with other hazardous wastes. Departments that produce a lot of aerosol cans are encouraged to purchase their own opening device, in consultation with the Facilities Department.

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### PHOTOGRAPHIC DARKROOM CHEMICALS

Used photographic chemicals are typically non-hazardous waste, but may not be; common contaminants would include silver and chrome. In addition, many darkroom chemicals are outside the allowable pH levels for disposal as non-hazardous waste.

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### USED OIL

Used motor oil from internal combustion engine processes is recycled through the Facilities Department. All used oil produced in laboratory operations, including pump oil, must be disposed of through the hazardous waste disposal program. Identification of possible contaminants is essential.

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## ORGANIC SOLVENTS

Organic solvents can be combined and reused for (off-site) fuel or solvent recovery. There is no minimum amount needed for requesting disposal. If organic solvents are mixed with other chemicals, the mixture will become unsuitable for heat recovery and costs will increase. "Other chemicals" include halogenated solvents, acutely toxic flammables, acids, bases, heavy metals, oxidizers, and pesticides. Halogenated solvents should be separated from other liquids for solvent recovery.

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## INFECTIOUS WASTE

Infectious waste must be disposed of in a carefully controlled manner in accordance with regulations administered by both the Oregon DEQ and the Health Department. Infectious wastes must either be incinerated or treated prior to disposal. Infectious waste has been defined to include biological waste, cultures and stocks, pathological waste, and sharps. The term infectious waste is synonymous with biohazard. The term does NOT include chemical agents, such as carcinogens, which affect living organisms through chemical means.

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## DEFINITIONS

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### BIOLOGICAL WASTE

Includes blood and blood products, excretions, exudates, secretions, suctioning and other body fluids that cannot be directly discarded into the municipal sewer system, but EXCLUDES articles contaminated with fully absorbed or dried blood. Biological waste must either be incinerated or sterilized with steam in a dedicated autoclave. After treatment, biological waste may be treated as normal refuse.

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### CULTURES & STOCKS

Include etiologic agents and associated biologicals, including specimen cultures and dishes and devices used to transfer, inoculate and mix cultures. The definition also includes wastes from the production of biologicals, serums, and discarded live or attenuated vaccines. Cultures and stocks must be treated in the same way as biological waste.

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### SHARPS

Includes needles, scalpel blades, lancets and syringes that have been removed from their original sterile containers. Sharps must be incinerated. The definition DOES NOT exempt needles or syringes used for non-infectious materials, such as transferring chemical solutions.

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## DISPOSAL

Those wastes that must be incinerated must be collected and taken to a DEQ permitted infectious waste incinerator. Those which may be disposed in the ordinary trash should be clearly marked "NON-INFECTIOUS" or "STERILE" and put inside outer packaging which is NOT red or orange in color. AUTOCLAVES used for infectious waste treatment must be designated and tested.

Users must develop written operating procedures, keep records which detail parameters for treatment, methods for monitoring, methods for indicating adequate sterilization conditions during each treatment, and monthly tests of sterilization conditions using a specified biological indicator.

The Facilities Department will collect full sharps containers from campus locations. Waste generators who anticipate having other infectious wastes which require incineration will need to contact an infectious waste disposal firm to arrange for a schedule for pickup from their lab. Call the Facilities Department for contacts.

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## STORAGE

Infectious waste should be segregated from other wastes by putting in separate containers at the point of generation.

All containers should be located to minimize access by unauthorized persons and clearly identified as containing infectious waste.

Except for sharps, infectious waste should be stored in red plastic bags OR containers made of other materials impervious to moisture and strong enough to prevent tearing under normal use conditions.

Pathological, biological and culture/stock wastes should be treated or disposed with 7 days of generation or with 30 days if refrigerated or frozen.

If a waste generator (laboratory or department) produces less than 50 pounds of waste in a calendar month, the 7-day storage limitation does not apply.

SHARPS should be contained in leak proof, rigid, puncture resistant RED containers which have tight lids or are taped closed.

Sharps containers can be purchased from commercial vendors and are also available at chemistry stores.

There is no limit on the length of storage for sharps.

## GLASS RECYCLING

Glass at Southwestern is recycled through the Facilities Department. The glass-recycling program should not be used as an avenue to circumvent the proper disposal of chemical wastes, including the residues of chemicals in containers. In order to avoid continuing problems associated with its collection, the following guidelines should help when preparing glass for recycling.

1. Clean glass of all chemical residues. Proper chemical disposal policies should be followed for chemical disposal. Employees who recycle glass must handle these containers, and should not be exposed to hazardous or unknown materials. Separation of glass by color is NOT necessary.
2. Remove lids from containers. If necessary to prevent rain accumulation, replace with foil caps or plastic wrap.
3. Keep broken glass to a minimum. Any clean broken glass should be loosely packaged to facilitate removal without exposing recycling employees to sharp edges. Broken bottles should be handled carefully.
4. Protect containers left out of doors to prevent rain accumulation inside them. Water inside bottles may be mistaken for a liquid chemical, and generally makes the recycling process more difficult. Turning bottles upside-down works well.
5. Pay careful attention to types of glass. Listed below are the types of glass that are NOT acceptable for recycling. Non-recyclable glass mixed with recyclable causes more difficulties for the recycling operation than any other.

## NON-RECYCLABLE GLASS

1. Heat Resistant Glass, which includes borosilicate glass (hard glass or lab glass):  
    corning  
    Pyrex  
    Kim  
    Kimball  
    Pasteur or volumetric pipettes  
    glass tubing & rods  
    microscopic slides and cover glasses
2. Plate Glass (window glass)
3. Automotive Glass

## EMPTY CONTAINERS

Containers that have held hazardous substances are empty by definition when one of two conditions are met. For one group of materials, a container is empty when all contents have been removed by techniques ordinarily used for that type of material (e.g., pouring for liquids), and the container has less than 3% of the original contents. For another group, a container is only empty when it has been triple rinsed with a solvent capable of removing the remaining contents. Contact the Facilities Department for specific discussions of which group a material falls into.

In all cases, it is worthwhile to remove as much of the contents as possible before disposal (including recycling). For liquids, this would be turning the container upside down and letting it drain until no more drops will come out.

## EMERGENCIES

**HAZARDOUS MATERIALS SPILLS** are an inevitable part of most work environments. To effectively combat spills, it is necessary to prepare for them beforehand. Whenever employees work with a substance, they should be aware of its characteristics, and should have formulated plans of what to do in case of a spill, including what steps to take, who to call for assistance, what personal protective equipment is necessary, and what material is appropriate content with a spill, and where to find appropriate spill-response equipment. The chemical spill response capability available from the Facilities Department does not lessen the responsibility of work groups to prepare plans to deal safely with small spills. Departments are encouraged to have spill response kits at strategic locations.

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### HAZARDOUS WASTE EMERGENCY INFORMATION

In the event of an emergency, the following numbers should be called as needed.

EMERGENCY NAME: Dave McKinney – Director of Facilities  
PHONE: 888-7250 or 297-4206

ALTERNATE NAME: Campus Security – 297-4200  
PHONE: 888-7399 or 297-4200

FIRE DEPT.: 9-9-1-1  
HOSPITAL: Bay Area Hospital  
541-269-8085  
POLICE: 9-9-1-1

Spill control equipment is located: with the Facilities/Campus Security Department. Call the Emergency number (x7250 or x7911) for assistance.

NATIONAL RESPONSE CENTER  
1-800-424-8802

OREGON EMERGENCY RESPONSE SYSTEM  
1-800-452-0311

## REPORTING

The Facilities Department at Southwestern can be contacted for assistance in dealing with a chemical spill by calling extension 7250 or 541/297-4200. The Oregon DEQ has established regulations requiring the College to submit reports for chemical spills over certain specified amounts.

All large spills of a hazardous chemical (more than 1-gallon liquid or 1 pound solid) must be reported promptly to the Facilities Department, who will make the report to DEQ if necessary. Reporting smaller spills is not required, but encouraged; Facilities will respond appropriately to reports of any size spill.

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### MERCURY

The Facilities Department's response capabilities include a vacuum designed for cleaning up mercury spills. To aid that effort, do not spread other chemicals or absorbent materials on mercury spills. Doing so will make it more difficult to clean up the mercury and increase the disposal cost of contaminated debris.

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## PROCEDURES

If the risk assessment suggests you can safely and properly clean up the spill (if not, call the Facilities Department):

1. Get personal protective equipment (PPE). Do not attempt spill response until you have put on PPE appropriate for the situation. Available equipment may include respiratory protection, goggles, gloves, impervious shoes/boots, and body protection. All equipment will not be necessary for every situation, but should be available. If you are unsure about your ability to control a spill, get assistance. Any spill for which respiratory protection is needed must not be conducted without backup personnel equipped in the same manner. This level of spill should be left to the College's Facilities Department.
2. Get spill control equipment from your department's spill kit. Spill control materials are sold in two general forms: loose materials (vermiculite, cat litter) and spill control pillows, which are produced in various shapes and contain different types of absorbents. Spill control pillows are preferred because they are much easier to pick up when finished. Also available are materials designed for specific types of chemical spills such as acids or solvents. In general, spilled liquids present more danger than solids, and quick response is therefore critical. For flammable liquids, special attention should be paid to potential ignition sources in the vicinity.
3. Absorb the spill. If there is danger the spill may spread, dike the perimeter with absorbent, and then absorb. "Floor chemistry" should not be attempted. If you desire to perform simple neutralization/treatment schemes, first absorb and contain the material.
4. Collect the contaminated absorbent and put into a sturdy leak proof container. Close the container if there are volatile substances that may continue to pose a threat.
5. Dispose of the contaminated absorbent in the same manner you would dispose of the substance that was spilled. If the spilled chemical is hazardous, do not put the cleanup residue in the dumpster. If hazardous, contact the College's Facilities Department to dispose.

## FIRST AID

In situations that require first aid treatment, call 9-9-1-1 from a College extension (911 from an outside line) to reach the Coos Bay Fire and EMS Dispatch. The Facilities and Campus Security Departments should also be notified.

## CAREER PATHWAY CERTIFICATE OF COMPLETION: HEALTHCARE CAREER CORE

The Medical Assistant: Career Pathway Certificate of Completion: Healthcare Career Core was designed based on the 2001 Institute of Medicine report "Crossing the Quality Chasm: A New Health System for the 21st Century" recommended that all health professionals should be educated to deliver patient-centered care as members of an interdisciplinary team, emphasizing evidence-based practice, quality improvement approaches, and informatics. These five core competencies are taught within an interdisciplinary student centered environment.

### PROGRAM STUDENT LEARNING OUTCOMES

Upon successful completion of this program the student will be able to:

- Provide patient-centered care-identify, respect, and care about patients' differences, values, preferences, and expressed needs; coordinate care, listen to, clearly inform, communicate with, and educate patients; share decision-making and management; and continuously advocate disease prevention, wellness, and promotion of healthy

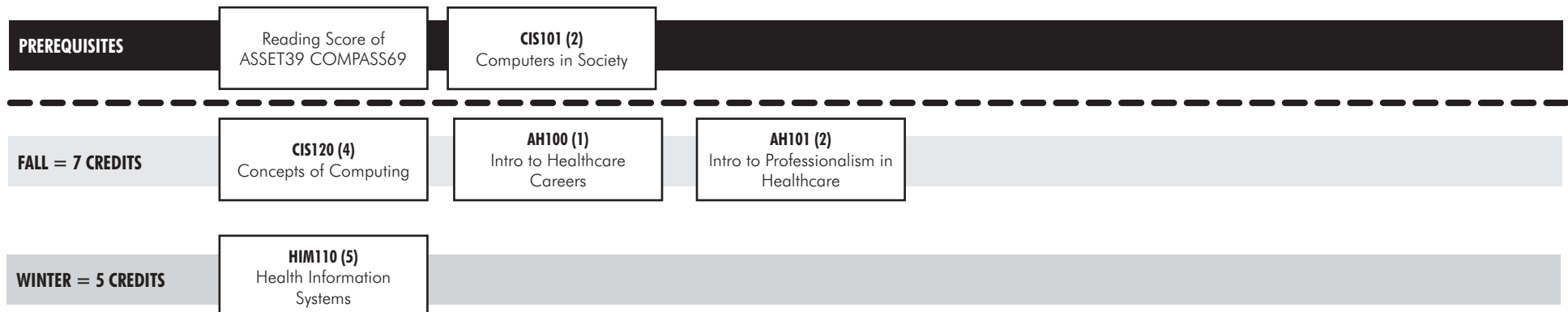
lifestyles.

- Work in interdisciplinary teams: cooperate, collaborate, communicate, integrate care in teams to ensure that care is continuous and reliable.
- Employ evidence-based practice-integrate best research with clinical expertise and patient values for optimum care, and participate in learning and research activities to the extent feasible.
- Apply quality improvement-identify errors and hazards in care; understand and implement basic safety design principles, such as standardization and simplification; continually understand and measure quality of care in terms of structure, process, and outcomes in relation to patient and community needs; and design and test interventions to change processes of care with the objective of improving quality.
- Utilize informatics-communicate, manage knowledge, mitigate error, and support decision-making using information technology.

### GRADUATION REQUIREMENTS

Students must complete a minimum of 12 credit hours with a minimum Grade Point Average (GPA) of 2.0 (C) average or better. All courses this program must be completed with a 'C' or better. Nine (9) of the last 12 credits must be earned at Southwestern before the Medical Assistant: Career Pathway Certificate of Completion: Healthcare Career Core is awarded.

Complete the graduation application process one term prior to the term of completion (i.e., spring term graduates must apply during winter term).



**12 CREDITS = TOTAL PROGRAM REQUIREMENTS**

Live Link as of February 1, 2012: <http://www.socc.edu/admin/pgs/bm~doc/procedure-revision-creation-deletion-4-003.pdf>

**PROCEDURE # 4.003**

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**PROCEDURE REVISION, CREATION, AND DELETION**

Board Policies are set by the Board of Education and Administration. Policies perform the following functions:

- State goals, purposes, aspirations
- State how the Board and the College operate
- Assign responsibility or authority to the President
- Establish the position of the Board or the College on a topic of concern

Procedures submitted by staff should support College policies. Procedures perform the following functions:

- Set forth the mechanics for implementing policies
- List specific do's and don'ts
- List required step-by-step instructions
- Answer the questions how, rather than what and why

The following steps are provided for assistance in the development, revision, and/or deletion of procedures:

**ADDING A NEW PROCEDURE:**

1. Ensure that all individuals who share responsibility for this procedure have been consulted, including your supervisor. Include the following:
    - a. Procedure name
    - b. Originating department
    - c. Contact person/title
    - d. The text of the procedure, including step-by-step instructions.
    - e. References contained within the procedure (e.g., board policy, OAR/ORS, URLs)
    - f. Copies of any referenced forms
  2. Keep the formatting as simple as possible. If any acronyms are used in the procedure, define them at the first use of them in the document. If another procedure is referenced, include the procedure name and number.
  3. Submit procedure (whether college-wide or departmental) in electronic format to [procedures@socc.edu](mailto:procedures@socc.edu) and carbon copy your supervisor.
  4. Proceed to *Sequence for Procedure Approval/Rejection*.
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## ACCEPTABLE USE OF INFORMATION TECHNOLOGY RESOURCES

This procedure is designed to state the acceptable use of computer systems, networks, and other Integrated Technology resources at Southwestern Oregon Community College.

The College community is encouraged to make use of Information Technologies in support of educational and administrative purposes. The College supports access to information with numerous views for the interest, information, and enlightenment of students, faculty, and staff.

Consistent with this document, the College supports the use of Integrated Technology resources in a manner that recognizes both the rights and the obligations of academic freedom.

The College recognizes the importance of copyright and other protections afforded to the creators of intellectual property. Users are responsible for making use of software and other Integrated Technology resources in accordance with copyright and licensing restrictions. Using Integrated Technology resources in a manner violating these protections, or furthering the unauthorized use or sale of protected intellectual property, is prohibited and against the law. Violation of this could result in criminal prosecution.

The College cannot protect individuals against the receipt of potentially offensive material. Those who use electronic communications occasionally may receive material they might find offensive. Those who make personal information available about themselves through the Internet or other electronic media may expose themselves to potential invasions of privacy.

Integrated Technology resources are provided to support the College's scholarly, educational, and administrative activities. Integrated Technology resources are limited, and should be used wisely and with consideration for the rights and needs of others. Unless written proof of need for scholarly activities can be provided, transmission or display of pornography is expressly prohibited.

Users are expected to use computer and network resources in a responsible manner. Users should take appropriate precautions to ensure the security of their passwords and prevent others from obtaining access to their computer resources.

It is illegal to share or use files, software and other work creations that are protected under copyright law, without explicit permission from the copyright holder. This includes, but is not limited to all copyrighted audio, video and game files, and published software that is licensed. Users who violate copyright laws may be subject to College disciplinary action and/or prosecution under state and federal guidelines.

Users may not encroach on others' use of computer resources. Such actions include, but are not limited to, tying up computer resources with trivial applications or excessive game playing, sending frivolous or excessive messages, including chain letters, junk mail, and other similar types of broadcast messages, or using excessive amounts of storage.

### **Prohibited Use:**

The following behaviors are prohibited while using College Integrated Technology resources, including computers and networks owned or operated by the College, or to which the College is connected:

1. Modifying system or network facilities, or attempting to crash systems or networks;
2. Using personal software on College computers;

3. Using network resources which inhibit or interfere with the use of the network by others.
4. Using, duplicating or transmitting copyrighted material without first obtaining the owner's permission, in any way that may reasonably be expected to constitute an infringement, or that exceeds the scope of a license, or violates other contracts;
5. Tampering with software protections or restrictions placed on computer applications or files;
6. Using College Integrated Technology resources for personal for-profit purposes;
7. Subverting restrictions associated with computer accounts;
8. Using Integrated Technology resources to obtain unauthorized access to records, data, and other forms of information owned, used, possessed by, or pertaining to the College or individuals;
9. Accessing another person's computer account without permission. Users may not supply false or misleading data, or improperly obtain another's password in order to gain access to computers or network systems, data or information. Obtaining access to an account name or password through the negligence or naiveté of another is considered to be a specifically prohibited use;
10. Intentionally introducing computer viruses, worms, Trojan Horses, or other rogue programs into Integrated Technology resources that belong to, are licensed to, or are leased by the College or others;
11. Physically damaging Integrated Technology resources;
12. Using, or encouraging others to use, Integrated Technology resources in any manner that would violate this or other College policies or any applicable state or federal law; and
13. Falsely reporting or accusing another of conduct that violates these rules without a good faith basis for such an accusation;
14. Intentional transmission or display of unwanted messages, information, or graphic images which create a hostile school or work environment for the recipient are inappropriate uses of College computer resources;
15. Allowing non-approved users access to information on the College network that do not have a legitimate need and right to know specific information; and
16. Sharing or allowing others to use your logon and password.

Adopted: June 27, 2005

Revised: March 4, 2009

Revised: November 17, 2010

Live Link as of February 1, 2012: <http://www.socc.edu/admin/pgs/bm~doc/position-descriptions-6-2-004.pdf>

**PROCEDURE # 6.2.004**

**POSITION DESCRIPTIONS**

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It is the Administrative procedure of the Southwestern Oregon Community College District that position descriptions shall be available for each College position. At least once each year, the staff member and the supervisor to whom he/she is responsible, will review and make appropriate changes in the position description.

Adopted by Board of Education:

Procedure #3.010 July 21, 1975

Changed to Administrative Procedure January 22, 1996

**EMPLOYMENT OF FAMILY MEMBERS**

In accordance with ORS 659.340(2)(c) it is the Administrative procedure of the Southwestern Oregon Community College District to discourage the existence or appearance of favoritism among College employees because of family relationship. Therefore, the following guidelines shall apply in the employment of family members of College employees:

## 1. Definitions:

- a. "Individual" means an employee of the College.
- b. "Family members" of an individual shall be considered that individual's spouse, children, parents, siblings, brothers-in-law, sisters-in-law, sons-in-law, daughters-in-law, mother-in-law, father-in-law, aunt, uncle, niece, nephew, stepparents, and stepchildren;
- c. A relationship of "DIRECT appointment, direct supervision, or direct grievance adjustment authority" occurs when, in the organizational structure of the College the person exercising the authority is immediately above the individual subject to that authority by policy, procedure or contract;
- d. A relationship of "INDIRECT appointment, indirect supervision, or indirect grievance adjustment authority" occurs when, in the organizational structure of the College, there is at least one person occupying a position of authority between the individual exercising the authority and the individual subject to the authority provided that the intervening person is not a family member of either such individual.
- e. A "conflict of interest" occurs in any instance where a relationship of direct or indirect appointment, supervision, or grievance adjustment authority exists between "family members."

## 2. Family members of the president may/may not be employed as:

Managers - Direct	No
Administrators - Direct	No
Administrators - Indirect	Yes
Admins/Less than 19 Hours - Direct	No
Admins/Less than 19 Hours - Indirect	Yes
Faculty - Direct	No
Faculty - Indirect	Yes
Other Employees - Direct	No
Other Employees - Indirect	Yes
Student Employees - Direct	No
Student Employees - Indirect	Yes

3. Family members of all other College employees may/may not be employed as:

Administrators - Direct	No
Administrators - Indirect	Yes
Faculty - Direct	Yes
Faculty - Indirect	Yes
Other Employees - Direct	No
Other Employees - Indirect	Yes
Student Employees - Direct	No
Student Employees - Indirect	Yes

4. Conflict of interest

- (a) If a "conflict of interest occurs with the employment of a family member of the President, the Vice President of Instruction or the Vice President's designee, shall act in lieu of the President or the President's designee. In all actions where a faculty member has the "conflict of interest," the Vice President's designee shall have academic rank.
- (b) If a "conflict of interest" occurs with the employment of the family member of another individual, the President or the President's designee, shall act in lieu of the person with the conflict of interest. In all actions where a faculty member has the "conflict of interest," the President's designee shall have academic rank.

The President shall report to the Board of Education any violations of this procedure and shall provide a recommended resolution for the Board's action. The Board shall have the sole and final decision-making authority in such cases.

Adopted by Board of Education:

Procedure # 1.058 April 27, 1987

Revised: February 1989

Revised: March 26, 1990

Changed to Administrative Procedure January 22, 1996

ORS 659.340



## Employment Opportunities

Wednesday, December 14, 2011

powered by  
**NEOGOV™**

Welcome to Southwestern Oregon Community College's online application process!

**If this is the first time you are applying for a position with SWOCC using our online system, it is very important that you read the following information before applying.**

**SWOCC only accepts applications through our online application system and only for current open recruitments.** . Online applications are stored on a secure site. Only authorized employees and hiring authorities have access to the information submitted.

This system allows you to:

- Set up your personal application profiles
- Complete and update your application info
- Apply for specific jobs
- Submit attachments such as cover letter, resume, transcripts, etc.
- Submit Job Interest Card to get Job Alerts

You must have a valid e-mail address to access the system. All notices such as application receipt and status of your application will be sent to your email account. If you do not already have an email account, you may obtain a free one at sites such as: [Aol](#), [Gmail](#), [Hotmail](#), [Yahoo](#).

**Accommodation:** If you have a disability and need special accommodation for the application process, please contact the Human Resources Office three days prior at 541.888.7115.

### EMPLOYMENT APPLICATION PROCESS

- **New Applicants:** If this is the first time you are applying using our online job application, you must create an account and select a Username and Password. Please click on *Applicant Login* to your left in the navigation area of this page. After your account has been created, you can build an application by clicking on the "Create Application" link. This application can be saved and used to apply for more than one job opening and for future job openings. To apply for a specific job, please see the instructions below for Returning Applicants.
- **Returning Applicants:** To apply for a specific job opening, click on the job posting from the list below, then click on the "Apply" link, enter your username and password and click "Login." After you log in, click the Job Title link and proceed with your application.
- **To check your status on an existing application:** Click on *Applicant Login* to your left in the navigation area of this page. Enter your username and password. View your status for each job for which you have applied.

It is important that your application shows all the relevant education and experience you possess and that you submit the required application materials. All application should clearly show that the applicant meets the minimum qualification as set forth in the job description.



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Incomplete applications will not be considered. Please review the job posting of the position you are interested in for specific requirements. A complete application will consist of an online application and one or more of the following:

- Cover letter or Letter of Interest
- Resume or CV
- References
- Transcript(s) are required if college courses or a degree is a required competency. If college courses or a degree are a preferred competency, you must submit unofficial transcripts if you are using this competency to demonstrate your qualifications.

 [Print this page](#)

22 records found.

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Position ▼	Emp. Type ▲	Salary ▲	Closing Date ▲
<a href="#">Campus Security Officer, Unarmed</a>	Classified - Part Time (10-19 hrs)	\$15.73 - \$21.26 Hourly	12/14/11
<a href="#">Curry Campus - Part Time Clinical Proceed...</a>	Faculty - Part Time	\$0.00/Month	Continuous
<a href="#">Curry Campus - Part Time Math Faculty</a>	Faculty - Part Time	Depends on Qualifications	Continuous
<a href="#">Curry Campus - PT Community Ed/Workforce...</a>	Faculty - Part Time	Depends on Qualifications	Continuous
<a href="#">Curry Campus - PT Speech Faculty</a>	Faculty - Part Time	Depends on Qualifications	Continuous
<a href="#">Curry County -Part Time ABE/GED Instruct...</a>	Faculty - Part Time	Depends on Qualifications	Continuous
<a href="#">Nursing/Allied Health Part Time Faculty</a>	Faculty - Part Time	\$0.00/Month	Continuous
<a href="#">Part Time Art Faculty</a>	Faculty - Part Time	Depends on Qualifications	Continuous
<a href="#">Part Time Athletic Trainer</a>	Faculty - Part Time	Depends on Qualifications	
<a href="#">Part Time Business Faculty</a>	Faculty - Part Time	Depends on Qualifications	Continuous
<a href="#">Part Time Childhood Education &amp; Family S...</a>	Faculty - Part Time	\$0.00/Month	Continuous
<a href="#">Part Time Criminal Justice Faculty</a>	Faculty - Part Time	Depends on Qualifications	Continuous
<a href="#">Part Time Faculty Pool Community Ed/Work...</a>	Faculty - Part Time	Depends on Qualifications	Continuous
<a href="#">Part Time IT/Computer Information System...</a>	Faculty - Part Time	Depends on Qualifications	Continuous
<a href="#">Part Time Manufacturing Technology/Bluep...</a>	Faculty - Part Time	Depends on Qualifications	Continuous
<a href="#">Part Time Music Instructor</a>	Faculty - Part Time	Depends on Qualifications	Continuous
<a href="#">Part Time Office Administration Faculty</a>	Faculty - Part Time	Depends on Qualifications	Continuous
<a href="#">Part Time Psychology Faculty</a>	Faculty - Part Time	Depends on Qualifications	Continuous
<a href="#">Part Time Speech/Communications Faculty</a>	Faculty - Part Time	Depends on Qualifications	Continuous
<a href="#">Part Time Writing Faculty</a>	Faculty - Part Time	Depends on Qualifications	Continuous
<a href="#">Temporary Child Care Worker</a>	Temporary	Depends on Qualifications	Continuous
<a href="#">Temporary General Positions</a>	Temporary	Not Displayed	

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### Campus Security Report - Jeanne Clery Act

The "Jeanne Clery Disclosure for Campus Security Policy and Campus Crime Statistics Act" (formerly the Campus Security Act) is a federal law that requires institutions of higher education to disclose campus security information, including crime statistics for the campus and surrounding area. As a current or prospective Southwestern student or employee, you have a right to obtain a copy of this information. You may review this information by accessing the [federal government](#) Web site (enter "Southwestern Oregon Community College" in the search field) or on the [Southwestern](#) Web site. You may also obtain a hard copy of this information upon request by contacting the Southwestern Public Safety Department at (541) 888-7399.


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## Procedures for Human Resources

This section will contain procedures relating to payroll and personnel. We are in the process of reviewing and adding procedures. If you are in need of information that is not available, please contact Human Resources.

[Disciplinary Procedures](#)
[Employment/Credit References for Non-College Sources](#)
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[PERS retirement information](#)
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