



# SOUTHWESTERN

AN OREGON COMMUNITY COLLEGE

## NWCCU 2020 Comprehensive Report *2A Exhibits*



## **Southwestern Oregon Community College**

**BP: 2063**

### **BOARD COMMITTEES**

#### **Board Committee Structure**

A Board of Education committee is only a committee if its existence and charge come from the Board, regardless of whether Board members sit on the committee. The Board, when establishing a committee, shall determine the purpose of the committee, committee limits and committee authority.

#### **Board Committee Principles**

The Board may establish committees to assist the Board, as a whole, to carry out its responsibilities. To preserve Board integrity, committees will be appointed sparingly.

1. Board committees may not speak or act for the Board except when formally given such authority for a specific and time-limited purpose.
2. Board committees shall not interfere with the delegation from the Board to the President.
3. Board committees shall not be used to monitor organizational performance.
4. Board committees cannot exercise authority over the College staff or the President.
5. Board committees shall be appointed to perform a specific task or function.
6. This policy applies to committees formed by the Board, with or without non-Board members assigned. It does not apply to committees formed under the authority of the President.

#### **Standing Committees**

1. Finance Audit Committee
2. Board Policy Committee
3. President's Evaluation Committee

All standing committees will report to the Board.

#### **END OF POLICY**

#### **Legal Reference(s):**

ORS 192.610 - .690

ORS 341.283

ORS 341.290(2)

## 2018-19 BOARD CALENDAR MATRIX

	JULY	AUG	SEPT	OCT	NOV	DEC	JAN	FEB	MAR	APR	MAY	JUN
Annual Report			X									
Architect of Record <i>(timing depends on year)</i>									N/A			
Audit Presentation and Acceptance						X						
Auditor <i>(timing depends on year)</i>								N/A				
Board Finance Audit Committee <i>(when requested)</i>												
Board Goals, Development of			X									
Board Goals, Adoption of				X								
Board Goals, Progress on							X					
Board Organizational Meeting	X											
Board Policy Review <i>(when requested)</i>												
Board Self Evaluation			X									
Budget, Adoption of												X
Budget Calendar <i>(mention only – not on agenda)</i>							X					
Budget Committee Meeting											X	
Budget Committee Vacancies								X				
<b>Business Office Reports</b>												
Fiscal: Statement of Revenues and Expenditures – All Funds	X		X	X	X		X	X	X	X	X	X
Fiscal: Balance Sheet – All Funds	X		X	X	X		X	X	X	X	X	X
Fiscal: Enterprise Funds Activity	X		X	X	X		X	X	X	X	X	X
Routine Expenditures	X		X	X	X		X	X	X	X	X	X
Early Retirements				X								
Fees									X			
Foundation, Meeting with			X									
Housing Rates												
Insurance Agent of Record <i>(timing depends on year)</i>									X			
Insurance Agent Report/Renewal												X
Labor Attorney <i>(timing depends on year)</i>									X			
Labor Negotiations												
OCCI Rates												
President's Contract												X

Updated March 5, 2019

	JULY	AUG	SEPT	OCT	NOV	DEC	JAN	FEB	MAR	APR	MAY	JUN
President's Evaluation							X					
Retreat			X									
Retreat Planning											X	
Strategic Plan Update	X								X			
<b>Success Indicators:</b>												
#9, Employee Satisfaction and Opinion ( <i>Rachele Lyon</i> )							X					
#11, Graduation Rate ( <i>Tim Dailey</i> )								X				
#15, General Fund Ending Fund Balance ( <i>Kathy Dixon</i> )											X	
#16, Fiscal Responsibilities – All Funds ( <i>Kathy Dixon</i> )											X	
#17, Fiscal Enterprise Fund Responsibilities ( <i>Kathy Dixon</i> )											X	
#19, Infrastructure Equipment and Software Maintenance ( <i>Carl Gerisch</i> )										X		
#20, Infrastructure Maintenance – Facilities ( <i>Em Brunett</i> )												
#33, Service to Business ( <i>John Bacon</i> )									X			
#35, Foundation Support ( <i>Elise Hamner</i> ) JOINT MEETING			X									
#39, Institutional Financial Assistance ( <i>Tom Nicholls</i> )							X					
#42, Foundation Annual Fundraising ( <i>Elise Hamner</i> ) JOINT MEETING			X									
#43, Foundation Endowments ( <i>Elise Hamner</i> ) JOINT MEETING			X									
#44, Course Success Rate – Developmental Courses ( <i>Rod Keller</i> )								X				
#45, Alumni Participation ( <i>Elise Hamner</i> ) JOINT MEETING			X									
#46, Transfer Rate ( <i>Ali Mageehon</i> )												X
#47, Success Rate – LDC ( <i>Rod Keller</i> )								X				
#48, Retention Rate ( <i>Tim Dailey</i> )								X				
#52, Success Rate – Completion ( <i>Ali Mageehon</i> )												X
#53, Success Rate – CTE Courses ( <i>Francisco Saldivar</i> )								X				
#54, Success Rate – Subsequent Courses ( <i>Rod Keller</i> )								X				
#58, Institutional Capacity ( <i>Success Committee</i> ) AT RETREAT												
Tenure, Faculty									X			
Tuition									X			

Not scheduled

Updated March 5, 2019

# Southwestern Oregon Community College

## 2018/2019 Board of Education Evaluation

BOARD ACTIVITY						
		EXCEEDS	ACHIEVES EXPECTATIONS			FAILS
Considerations		5 Excellent	4 Good	3 Avg	2 Fair	1 Poor
1.	The board operates under a set of policies with which all members are familiar.					
2.	Board members have an active role in the development of the Mission Statement.					
3.	Board members fully understand the strategic planning process.					
4.	The board periodically reviews the College's strategic goals.					
5.	Board members receive monthly financial updates.					
6.	Board members actively participate as part of the budget committee.					
7.	Board members have at least one committee assignment.					
8.	Standing board committees are the right size to be effective.					
9.	Standing board committees report to the board when necessary.					
10.	Reports to board members effectively deliver enough information to help make knowledgeable decisions.					
11.	Board members actively engage in discussion around significant issues.					
12.	Board members participate in board retreat activities.					

# Southwestern Oregon Community College

## 2018/2019 Board of Education Evaluation

BOARD ACTIVITY CONT'D						
		EXCEEDS	ACHIEVES EXPECTATIONS			FAILS
Considerations		5 Excellent	4 Good	3 Avg	2 Fair	1 Poor
13.	Board members annually evaluate the board's performance.					
14.	Board members annually evaluate the performance of the College President.					
	<b>SECTION 1 TOTAL SCORE LINE</b>					
	<b>COMMENTS:</b>					

# Southwestern Oregon Community College

## 2018/2019 Board of Education Evaluation

MISSION and CORE THEMES						
		EXCEEDS	ACHIEVES EXPECTATIONS			FAILS
Considerations		5 Excellent	4 Good	3 Avg	2 Fair	1 Poor
1.	The college's <b>mission statement</b> is understood by board members.					
2.	The college's <b>mission statement</b> is supported by board members.					
3.	The college's <b>core themes</b> are understood by board members.					
4.	The college's <b>core themes</b> are supported by board members.					
5.	Board meeting presentations and discussions consistently reference the college's <b>core themes</b> .					
	<b>SECTION 2 TOTAL SCORE LINE</b>					
	<b>COMMENTS:</b>					

# Southwestern Oregon Community College

## 2018/2019 Board of Education Evaluation

GOVERNANCE						
		EXCEEDS	ACHIEVES EXPECTATIONS			FAILS
Considerations		5 Excellent	4 Good	3 Avg	2 Fair	1 Poor
1.	The board exercises its governance role by setting operating policy.					
2.	The board exercises its governance role by protecting college assets through financial planning.					
3.	The board exercises its governance role by ensuring that the organization supports and upholds the mission statement, core values, and strategic goals.					
4.	The board periodically reviews its own goals.					
5.	The board periodically reviews its policies.					
	<b>SECTION 3 TOTAL SCORE LINE</b>					
	<b>COMMENTS:</b>					



# Southwestern Oregon Community College

## 2018/2019 Board of Education Evaluation

BOARD MEETINGS						
		EXCEEDS	ACHIEVES EXPECTATIONS			FAILS
Considerations		5 Excellent	4 Good	3 Avg	2 Fair	1 Poor
1.	Board meetings are frequent enough to ensure effective governance.					
2.	Board meetings are long enough to accomplish the board's work.					
3.	Board members receive meeting agendas and supporting materials in time for adequate advance review.					
4.	Each board meeting includes an opportunity for learning about college activities.					
	<b>SECTION 4 TOTAL SCORE LINE</b>					
	<b>COMMENTS:</b>					

# Southwestern Oregon Community College

## 2018/2019 Board of Education Evaluation

BOARD MEMBERSHIP						
		EXCEEDS	ACHIEVES EXPECTATIONS			FAILS
Considerations (for yourself)		5 Excellent	4 Good	3 Avg	2 Fair	1 Poor
1.	Board members (you) are given opportunity to develop boardsmanship skills.					
2.	Board members (you) are prepared for each meeting.					
	<b>SECTION 5 TOTAL SCORE LINE</b>					
	<b>COMMENTS:</b>					

# Southwestern Oregon Community College

## 2018/2019 Board of Education Evaluation

COMBINED SCORES					
	EXCEEDS	ACHIEVES EXPECTATIONS			FAILS
Considerations	5 Excellent	4 Good	3 Avg	2 Fair	1 Poor
Section 1 – Board Activity					
Section 2 – Mission and Core Themes					
Section 3 – Governance					
Section 4 – Board Meetings					
Section 5 – Board Membership					
TOTAL SCORING					

NAME: \_\_\_\_\_

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List three to five points on which you believe the board should focus its attention in the next year. Be as specific as possible in identifying these points.

**Southwestern Oregon Community College**

**BP: 2005**

**BOARD GOALS**

The Board of Education shall develop annual and long-range goals based, in part, on the College's Strategic Plan; the outcomes are evaluated using the College's continuous improvement process.

END OF POLICY

**Legal Reference(s):**

ORS 341.290(2)

## **Southwestern Oregon Community College**

**BP: 2010**

### **BOARD LEGAL STATUS**

The Board of Education and the college community are subject to the provisions of the Constitution of the State of Oregon, the Oregon Revised Statutes, and the policies of the Board.

The Board shall operate in a consistent manner, following the policies of the Board and, unless otherwise noted, adhere to the following operational proceedings.

- The Board derives its organization and authority from the Oregon Revised Statutes, Chapter 341 - Community Colleges.
- The Board shall comply with Chapter 341 of the Oregon Revised Statutes and all other appropriate federal, state and accrediting statutory regulations.
- The Board is composed of seven members, elected at-large by the residents of the College district, each serving four-year terms of office.

END OF POLICY

#### **Legal Reference(s):**

ORS 341 009, .275, .287, .327, .331

ORS 255.335

**Southwestern Oregon Community College****BP: 2011****BOARD POWERS AND DUTIES**

The Board of Education shall be responsible for the general supervision and control of any and all community colleges operated by the district. Consistent with Oregon Revised Statutes, or Oregon Administrative Rules, the local Board may:

1. Employ the College President, define his /her duties, terms and conditions of employment, and prescribe compensation therefore;
2. Enact policies for the operations of the College, including professional personnel and other employees and students therein;
3. Control use of and access, through policy, to the grounds, buildings, books, equipment and other property of the College;
4. Acquire, receive, hold, control, convey, sell, manage, operate, lease, lease-purchase, lend, invest, improve and develop any and all property of whatever nature (cash or property) given to or appropriated for the use, support or benefit of any activity under the control of the Board, according to the terms and conditions of such gift or appropriation and pursuant to Oregon Revised Statutes, and commit, appropriate, authorize and budget for the payment of or other disposition of general funds to pay, in whole or in part, sums due for said property;
5. Establish tuition for admission to the College;
6. Set fees and expend funds raised for special programs and services for the students and for programs for the cultural and physical development of the students;
7. Provide and disseminate to the public, information relating to programs, operations and finances of the College;
8. Establish or contract for advisory and consultant services;
9. In coordination with the College Foundation (when applicable), accept, hold and dispose of mortgages on real and personal property acquired by way of gift or arising out of transactions entered into in accordance with the powers, duties and authority of the Board and institute, maintain and participate in suits and actions and other judicial proceedings in the name of the College for the foreclosure of such mortgages;
10. Join appropriate associations and pay any required dues from resources of the College;
11. Accept grant funds and approve encumbrances for educational purposes;
12. Set policies for the use and access to public records of the College that are consistent with ORS 192.314, and education records of students under applicable state and federal law;
13. Provide the necessary funding for reserves or other trust funds pursuant to Oregon Revised Statutes;
14. Encourage gifts to the College Foundation and ensure proceeds of such gifts to the purposes for which intended;
15. Build, furnish, equip, repair, lease, purchase and raze facilities; and locate, buy and acquire lands for all College purposes. Financing may be by any prudent method including but not limited to loans, contract purchase or lease. Leases, authorized by this section, include lease-purchase agreements where under the College may acquire ownership of the leased property at a nominal price. Such financing agreements may be for a term of up to 30 years except for lease arrangements, which may be for a term of up to 50 years;
16. Enter into contracts of insurance or medical service contracts or may operate a self-insurance program, if allowed, as provided in ORS 341.312;
17. Evaluate the President's performance; and,

*Southwestern is an equal opportunity employer and educator.*

18. Exercise any other power, duty or responsibility necessary to carry out the functions under this section or required by law.

END OF POLICY

**Legal Reference(s):**

ORS 192.314, .630  
ORS Chapter 238  
ORS 243.650 - .782  
ORS Chapter 279A  
ORS Chapter 279B  
ORS Chapter 279C  
ORS 294.305 - .565  
ORS 341.290, .312  
ORS 731.704 - .724

**Southwestern Oregon Community College****BP: 2012****BOARD OPERATIONS AND GOVERNANCE STYLE**

The Board of Education shall be actively involved in the governance of the College through policy. The Board shall govern in a style that accentuates an outward vision or focus. Members of the Board shall encourage diverse viewpoints, collective or consensus decision making, and be future oriented and proactive.

Specifically, Board members shall:

1. Guide and oversee the College through the development of written policies expressing broad organizational values and perspectives;
2. Concentrate on long term impacts outside of the College and rely on the administration to reasonably obtain those effects;
3. Operate in a manner that is mindful of civic trust representing the interests of the entire College district:
  - a. Be accountable for competent, conscientious and effective service to the community as members of the Southwestern Board of Education;
  - b. Encourage officers, individuals or committees of the Board to abide by Board policies.
4. Conduct business in a collaborative manner;
5. Develop annual Board goals;
6. Provide self-discipline to matters such as policy-making principles, adherence to ethical practices, respect of roles, and the Board interaction agreement;
7. Evaluate and monitor the Board by:
  - a. Conducting an annual review of Board governance process policies;
  - b. Developing a Board orientation for new members;
  - c. Complying with relevant laws and ethical codes of conduct; and,
  - d. Conducting an annual review of board effectiveness.
8. Value and use the expertise of individual Board members to enhance the ability and performance of the Board as a whole; and,
9. Review new or revised Administrative Policies and Procedures (APPS) following campus open hearings.

END OF POLICY

**Legal Reference(s):**

ORS 192.420, .630  
ORS Chapter 238  
ORS 243.650 - .782  
ORS Chapter 279A  
ORS Chapter 279B

ORS Chapter 279C  
ORS 294.305 - .565  
ORS 341.290, .312  
ORS 731.704 - .724



## **Southwestern Oregon Community College**

**BP: 2016**

### **BOARD ELECTIONS**

#### **Number of Directors**

The Board of Education shall consist of seven members elected at-large from within the community college district and will be known as the Board of Education.

#### **Designation of Board Positions**

The positions of Board members elected at-large and their respective successors in office will be designated by numbers as Position No. 1, No. 2, No. 3, No. 4, No. 5, No. 6 and No. 7. In all, proceedings for the nomination or election of candidates for or to the office of board member, every petition for nomination, declaration of candidacy, certificate of nomination, ballot or other document used in connection with the nomination or election will state the position number to which the candidate aspires.

Re-elections for board positions will occur as follows:

- Position No. 1: Spring 2019, and every four years thereafter
- Position No. 2: Spring 2021, and every four years thereafter
- Position No. 3: Spring 2019, and every four years thereafter
- Position No. 4: Spring 2021, and every four years thereafter
- Position No. 5: Spring 2021, and every four years thereafter
- Position No. 6: Spring 2019, and every four years thereafter
- Position No. 7: Spring 2021, and every four years thereafter

**END OF POLICY**

#### **Legal Reference(s):**

ORS 249.013

ORS 255.012, .075, .235, .245, .335

ORS 341.287, .290(2), .327, .331, .339, .356

#### **Board Policies:**

2055



## **Southwestern Oregon Community College**

**BP: 2025**

### **BOARD ORGANIZATION**

At the annual organizational meeting, to be held as part of the July Board of Education meeting, the Board shall:

1. Select the designated meeting dates for the College's fiscal year;
2. Select a Board Chair, a Vice-Chair, OCCA representatives, Foundation representatives and standing committees; and
3. Appoint the Clerk and Deputy Clerk of the College district, Custodians of Funds and Budget Officers of the Board for the Southwestern Oregon Community College district.

END OF POLICY

**Legal Reference(s):**

ORS 255.335

ORS 341.283

**Southwestern Oregon Community College****BP: 2031****BOARD OFFICERS**

Board of Education elections for officers are held in July, during the annual organizational meeting.

**Board Chair**

In an effort to preserve the integrity of the Board's process, the Board Chair shall:

1. Preside over all Board meetings with all of the commonly accepted powers associated, e.g., ruling, recognizing. The Board Chair may call special, executive and emergency meetings as required.
2. Ensure that Board members conduct business in a manner consistent with Board policies on governance and in compliance to statutory requirements.
  - a. Ensure that Board discussions are timely, fair, and thorough. When necessary, the Chair may impose time limitations on discussions or ask the speakers to present their point of view succinctly.
  - b. Ensure that College policies outlining individual or group behavior are enforced appropriately.
3. Develop the monthly Board agenda in cooperation with the College President.
4. Be the official spokesperson for the Board. The Board Chair may represent the Board to outside parties in announcing Board stated positions and in stating Chair positions and interpretations within the area delegated.
5. Advise the President or designee on behalf of the Board when appropriate. This authority extends to all decisions, which fall within and are consistent with any reasonable interpretation of Board policies on the governance process and the Board-President relationship, except where the Board specifically delegates portions of this authority to others.

The Board Chair has no authority to make decisions regarding policies created by the Board within executive limitation policy areas. Therefore, the Board Chair has no authority to individually supervise or direct the President.

The Board Chair, Vice-Chair or designee shall be appointed by the Board to coordinate the evaluation of the College President as per Board Policies 2011 and 2012.

**Board Vice-Chair**

The Board Vice-Chair shall preside over meetings and approve and sign documents in the absence of the Chair.

END OF POLICY

**Legal Reference(s):**

ORS 255.335

ORS 341.283

**Southwestern Oregon Community College****BP: 2035****BOARD POLICY DEVELOPMENT**

The Board of Education has the authority and responsibility to establish policy. The formulation and adoption of policies, recorded in writing, will constitute the basic method by which the Board shall exercise its leadership in the operation of the College. The policies shall be consistent with Oregon Revised Statutes, Oregon Administrative Rules and all federal laws and regulations.

The President is responsible for initiating, reviewing and recommending new policies or policy modification. New policies or changes in existing policy may be proposed by the President, Board member, group or organization, staff member, student or other member of the community. The President, in developing these policies, may be guided by the recommendations of the staff and may seek community input during the preparation and subsequent review of policy statements. Advice from legal counsel may be appropriate.

The President shall furnish the necessary background information and make policy recommendations to the Board.

END OF POLICY

**Legal Reference(s):**

ORS 341.283, .290(2)

OAR 589-008-0100(1)(I), (2)

**Southwestern Oregon Community College**

**BP: 2036**

**ADOPTION AND REVISION OF POLICIES**

All new and revised Board of Education policies shall be displayed publicly and reviewed in two public hearings (one can be the Board meeting at which Board action is occurring).

END OF POLICY

**Legal Reference(s):**

ORS 341.283, .290(2)

OAR 589-008-0100(1)(I), (2)

## **Southwestern Oregon Community College**

**BP: 2038**

### **BOARD POLICY REVIEW**

To keep written policies current and relevant, the Board of Education shall continuously review and update its policies as needed.

The Board also shall evaluate the implementation and effect of such policies. The President has continuing responsibility to alert the Board of all policies that may need revision.

END OF POLICY

**Legal Reference(s):**

ORS 341.283, .290(2)

OAR 589-008-0100(1)(I)

**Southwestern Oregon Community College**

**BP: 2065**

**BOARD MEMBER DEVELOPMENT**

Board of Education members will be encouraged to participate in state and national professional development opportunities annually and expenses incurred will be reimbursed accordingly to Board Policy.

END OF POLICY

**Legal Reference(s):**

ORS 341.283

ORS 341.290(2)

**Board Policies:**

2070



## Southwestern Oregon Community College

**BP: 3010**

### **CHIEF EXECUTIVE OFFICER**

The College President is the Chief Executive Officer of the College and is the Board of Education's official link to the operating organization. The President is accountable to the entire Board, and all Board authority delegated to the staff is delegated through the President. Decisions of the Board are binding upon the President.

1. The President shall not cause or allow any practice, activity, decision or organizational circumstance which is illegal, or in violation of commonly accepted business ethics, professional ethics or any applicable state or federal laws.
2. Dealings with students, staff and stakeholders from the community shall be done with honesty, integrity and professional behavior and shall be based on the College's Core Values, Mission and Vision statement.
3. The Board directs the President to achieve specific results through the development of a Strategic Plan and Presidential Goals.
4. The President is authorized by the Board of Education to establish procedures, make decisions, take action and develop activities that are consistent with Board policies and directives.

END OF POLICY

**Legal Reference(s):**  
ORS 341.290(1)

**Southwestern Oregon Community College****BP: 3020****DUTIES OF THE PRESIDENT****General Responsibility**

The President shall serve as the executive officer for the Board of Education. The administration of the College shall be delegated to the President, who shall carry out these administrative responsibilities and functions in accordance with the policies and directives adopted by the Board. The execution of all decisions made by the Board concerning the internal operation of the College shall be delegated to the President who shall also perform such other chief executive administrative duties as may be assigned by the Board.

**Responsibilities and Duties**

1. The President will assist the Board by:
  - a. Being responsible for carrying out the general policies of the College as approved by the Board, the rules and regulations of the State Board of Education and Oregon Revised Statutes;
  - b. Initiating policies for Board consideration and developing administrative regulations to implement those policies, evaluating the effectiveness of all College regulations, rules, and procedures;
  - c. Administering the planning, development and maintenance of a progressive educational program, which conforms with the adopted policies of the Board;
  - d. Recommending for the Board's consideration policies on organization, finance, instruction, physical plant and other functions of the College program;
  - e. Studying the requirements of the College for new construction and recommending needs to the Board;
  - f. Keeping the Board continuously informed of the progress and needs of the College.
2. The President is responsible for:
  - a. Assisting the Board chair with preparing all agendas for meetings of the Board or delegating this responsibility in the event of absence;
  - b. Having the minutes of Board meetings transcribed;
  - c. Signing the minutes of all special and regular meetings and transmitting a copy of the minutes of the previous meeting(s) to each member of the Board before each regular meeting;
  - d. Maintaining custodial responsibility for all records, proceedings and documents of the Board;
  - e. Attending all meetings of the Board and participating in all its deliberations;
  - f. Developing and putting into action administrative regulations consistent with Board policy;
  - g. Hiring all College personnel, consultants, contract workers and volunteers in accordance with College procedure, state and federal laws;
  - h. Disciplining, up to and including suspension, of employees;
  - i. Informing the Board of the hiring, transfer or termination of exempt staff;
  - j. Providing the Board a current organizational chart reflecting any proposed changes;
  - k. Conducting continuous studies of the development and needs of the College and keeping the Board and the public informed;
  - l. Supervising the preparation and administration of the annual budget with recommendations for adoption;
  - m. Developing positive community relations and partnerships;
  - n. Performing other duties and responsibilities as directed by the Board.
3. The President serves as:
  - a. Clerk to the Board;
  - b. The representative to meetings and conferences with federal, state and local accrediting associations and other agencies requiring College participation (This responsibility may be delegated if necessary.);
  - c. The representative to meetings, conferences and public events deemed to be of value to the College. These may, and should, be delegated to other College officials in accordance with the best interests of the College;
  - d. Ex-officio member or guest of College related committees, meetings, organizations or gatherings.

**END OF POLICY****Legal Reference(s):**

ORS 341.290(1)

OAR 589-002-0100

**Southwestern Oregon Community College****BP: 3025****PRESIDENTS' JOB DESCRIPTION****Status**

Full-time exempt (per arrangement/contract with Board of Education)

**Primary Purpose**

To provide effective leadership in developing, managing and evaluating the educational programs and services for the people of the Southwestern Oregon Community College District, including the students attending from outside the college district consistent with the policies and objectives established by the Board of Education. To directly supervise the Vice President of Administrative Services, Vice President of Instruction, Vice President of Enrollment and Student Services, Dean of Resource Development and College Foundation, Director of Integrated Technology Services, Chief Human Resources Officer, Institutional Researcher, Executive Assistant to the President and the Board and additional department heads or administrators as necessary or directed by the Board.

**Essential Job Functions**

The President shall perform the following functions in assistance to the Board:

1. Direct the overall operation and administration of the College in accordance with the purpose and objectives of the College, and in compliance with the Board of Education's policies and procedures, the College's administrative procedures and rules, and applicable laws and regulations.
2. Formulate and recommend to the Board of Education new or revised policies and procedures affecting the College.
3. Review the educational program of the College on a continuing basis, with input as appropriate from administrators, faculty, staff, advisory committees and members of the community, and recommend appropriate modifications and additions.
4. Participate as an active member of the Southwestern Oregon Community College Foundation.
5. In cooperation with the Board of Education and staff, enhance public relations by representing the College to the public, community organizations, other schools, business and industry and local and state government.
6. Attend all meetings of the Board of Education and participate in all deliberations of the Board, unless excused by the Board.
7. Manage College staff, directly or by delegating authority, consistent with applicable contracts, rules, laws and standards.
8. Maintain effective relationships with outside service providers, including attorneys, insurance agents and consultants.
9. Maintain the College's finances by serving as the College budget officer and custodian of funds; prepare the annual college budget; and recommend to the Board of Education policies and procedures supporting efficient allocation and management of available resources.
10. Perform additional responsibilities and duties as assigned by the Board.

**Minimum Credentials**

Master's degree required. Earn doctorate from an accredited institution preferred.

**Required Knowledge, Skills and Abilities**

The President shall possess the following knowledge, skills and abilities:

1. A thorough understanding of and strong commitment to the comprehensive community college concept, including the needs of non-traditional students and community service programs along with professional-technical education and lower division transfer students.
2. An ability to interpret, communicate and integrate the needs of the College and community at local, state and federal levels.
3. Demonstrated success in problem solving, participatory management/strategic planning and revenue enhancement.

4. Evidence of administrative experience and skills in college finance, budget preparation, personnel management, labor relations and collective bargaining, program evaluation and institutional planning.
5. Experience in developing and maintaining a positive community support.
6. A strong commitment to academic freedom and collegiality.
7. College teaching experience.
8. A level of computer literacy sufficient to use software such as word processing, spreadsheets and databases to produce correspondence, documents, and reports as required by the position.
9. Ability to consistently operate within the framework of collegiality and teamwork, and experience applying generally accepted methods for problem solving in the workplace.
10. Excellent communication and public presentation skills.

**Physical and Ergonomic Requirements**

Primarily indoor office working environment, requiring ability to travel and perform the essential functions of the position, with or without a reasonable accommodation.

END OF POLICY

Southwestern Oregon Community College does not discriminate on the basis of race, color, gender, sexual orientation, marital status, religion, national origin, age, disability status, gender identity, or protected veterans in employment, education, or activities as set forth in compliance with federal and state statutes and regulations.

## **Southwestern Oregon Community College**

**BP: 3030**

### **ANNUAL PERFORMANCE APPRAISAL OF THE PRESIDENT**

The Board of Education shall conduct an annual performance appraisal of the President. The President's annual performance appraisal shall be governed by this policy and any specific conditions set forth in the President's individual employment contract.

The President's contract shall be reviewed annually, no later than February.

The criteria used by the Board to evaluate the performance of the President shall be the duties specified in the President's job description, duties of the President (BP 3020), and any annual performance goals agreed to by the Board and President for the year that is the subject of the appraisal period.

The process used for the appraisal shall be a process that is jointly developed and agreed to by the Board and President, but shall include:

1. An opportunity for each board member to provide the chair with individual appraisal feedback;
2. A summary of board appraisal feedback provided by the chair to the President; and
3. An opportunity for the President to provide the Board with a self-appraisal of his/her performance.

### **END OF POLICY**

**Legal Reference(s):**

ORS 192.660(2)(i), (8)

ORS 341.290(1)

**Board Policies:**

3020

**Southwestern Oregon Community College**

**BP: 3035**

**COLLEGE ORGANIZATION**

The Board of Education expects the President to establish a clear understanding of working relationships in the College with all personnel. Established lines of authority on the organizational chart represent direction of authority and responsibility.

Subject to Board review, the President may reorganize lines of authority and revise the organizational chart. The Board expects the President to keep the administrative structure current with the needs for supervision and accountability within the College.

END OF POLICY

**Legal Reference(s):**

ORS 341.290(2)

OAR 589-008-0100(1)(k)

## Southwestern Oregon Community College

**BP: 3040**

### **EVALUATION OF ADMINISTRATORS**

Each administrator will be evaluated annually by his/her immediate supervisor. The administrator's objectives for the year as well as the continuing duties and responsibilities as defined in the job description for each position will be the basis for the evaluation.

The purpose of administrator evaluations is to assist administrators to develop and strengthen their professional abilities, to improve the instructional program, and to improve the management of the College. The administrative evaluation system will also include provisions for initiating dismissal or demotion procedures if the need for such procedures is indicated.

END OF POLICY

**Legal Reference(s):**

ORS 196.660(2)(i), (8)

ORS 341.290

OAR 589-008-0100(1)(h)

## BP: 3050

### TEMPORARY ADMINISTRATIVE ARRANGEMENTS

In order to protect the Board of Education from the sudden loss of presidential services, the Vice President of Administrative Services, the Vice President of Instruction, and the Vice President of Student Services shall be familiar with board and presidential issues, policies and processes. In the event that the President:

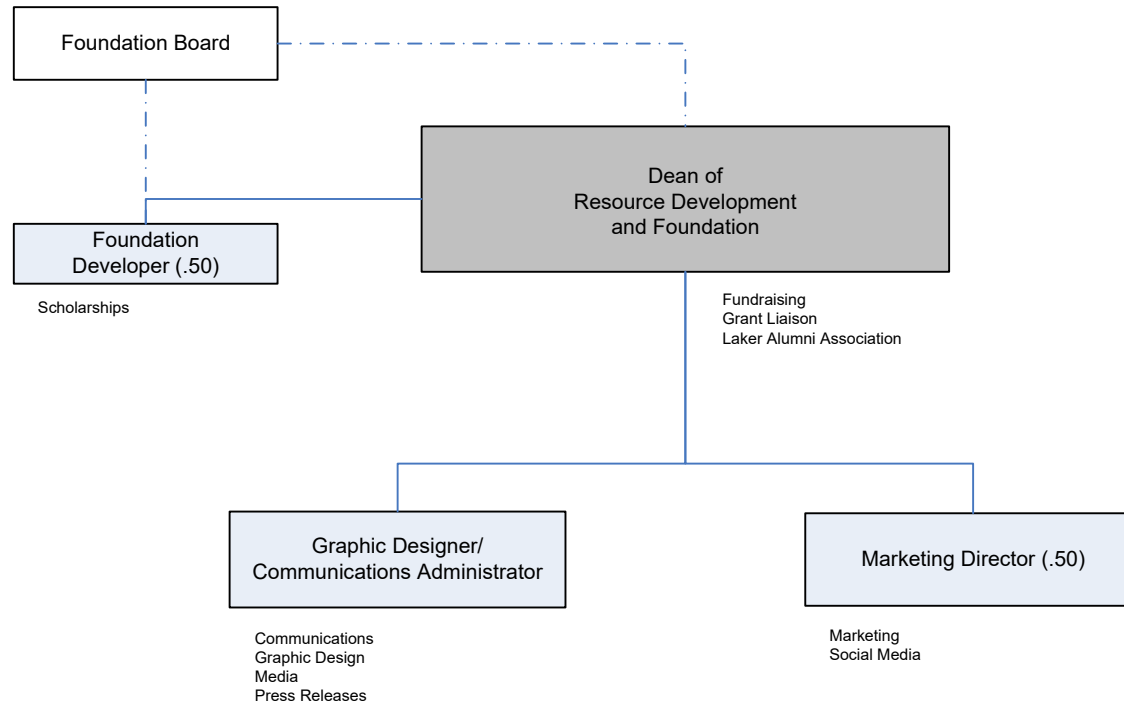
- has an absence of less than 30 consecutive working days, the President shall designate the person(s) who has (have) administrative responsibility.
- will be absent from the campus for periods in excess of 30 consecutive working days, the Board shall appoint an Acting President.
- is disabled or otherwise, in the Board's opinion, unavailable to serve, the Board shall assign the President's duties as appropriate.

END OF POLICY

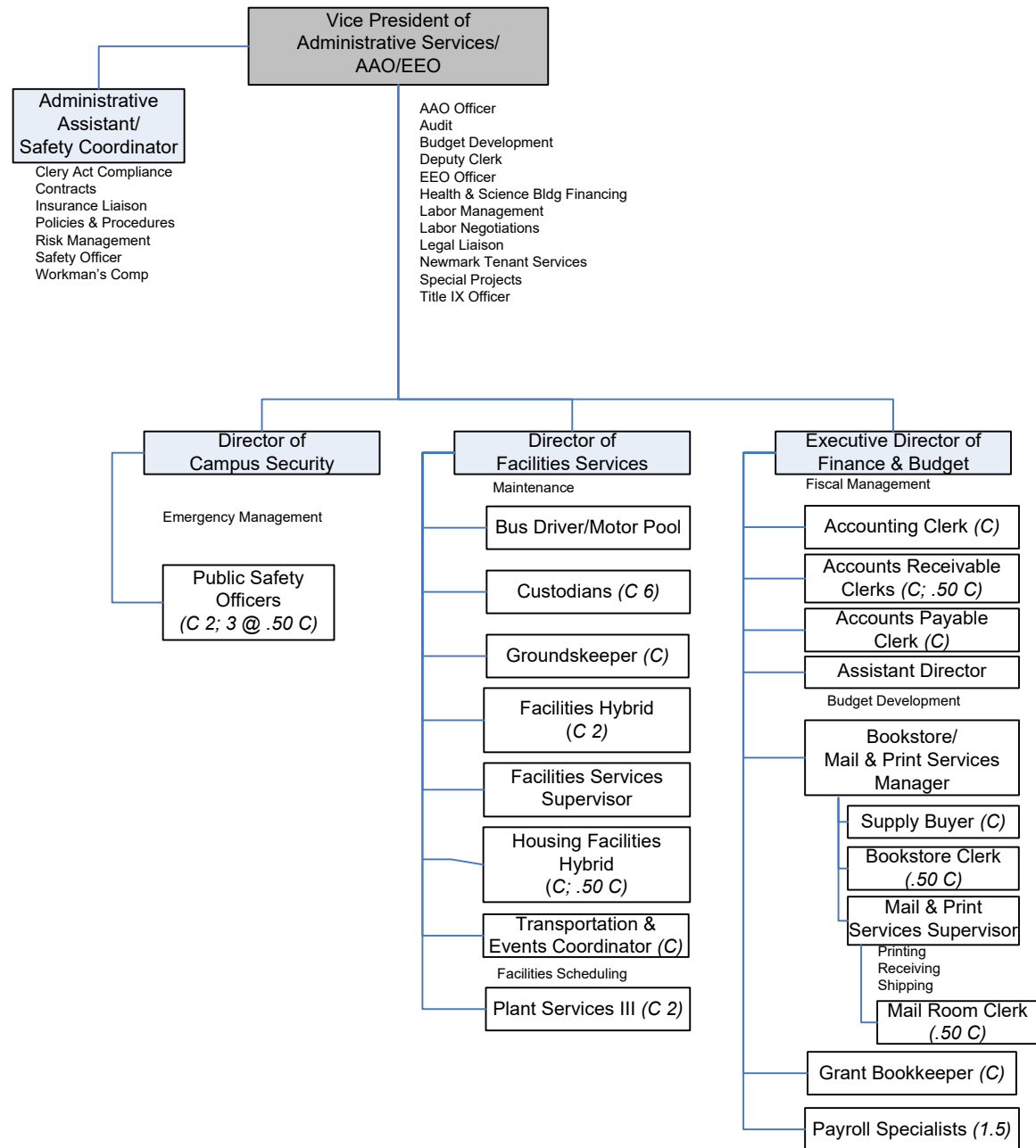
**Legal Reference(s):**

ORS 341.290(2)





**Southwestern Oregon Community College  
Organizational Chart  
2019-2020**



C = Classified Staff (all others are MASSC or Faculty)

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## **KEY QUALIFICATIONS**

**Proven Leadership.** Supervisory authority over 17 resident faculty, 8 – 12 associate faculty, and nearly 50 online associate faculty. Member of the Presidents Council, and Chair of the Distance Education Advisory Council, and member of the dual enrollment Advisory Council. Effectively communicates college priorities by scheduling and leading monthly faculty meetings, including a monthly in-service moment. Mentors and evaluates new faculty, facilitates departmental initiatives, and reports annually to the Board of Trustees.

**Administrative Acumen.** Approves budget expenditures, time off and travel requests, and professional development activities for resident and online faculty. Encumbers funds in accordance with carryover policy. Serves on standing committees, contributing to the timely completion of cycle of learning reports, program reviews and annual updates to program pathways. Serves as needed on assessment and curriculum taskforces. Meets scheduling deadlines, conducts timely reviews of faculty on initial appointment, and encourages faculty members to complete their goals summaries according to established policy.

**Skilled Mediation.** Engages faculty members in the creative process of collaborative course delivery. Utilizes active listening skills to sooth egos as disputes arise between faculty and across the college. Encourages civil discourse through the mediation of interdepartmental conflict and professionally investigates student complaints in a manner that promotes mutually satisfactory resolution.

**Scheduling Creativity.** Promotes scheduling alternatives that efficiently utilize campus resources while meeting the diverse needs of the community. Remains actively involved in the coordination of class schedules by actively communicating enrollments and requests with sister campuses and the Registrar.

**Curriculum Development.** Engaged in the process of implementing curriculum that addresses the critical need for supplemental and developmental instruction. An active participant in initiatives to review the General Education Curriculum and supportive of the promotion of completion through the establishment of Meta-Majors and Guided Pathways.

**Faculty Evaluation and Recruitment.** Capable of recruiting and integrating adjunct faculty in accordance with institutional guidelines. Experienced in the evaluation of faculty teaching face to face as well as those teaching online. Capable of documenting questionable teaching and assessment practices.

**Activator.** Supportive of the Great Teacher movement. Passionate about higher education and eager to promote the upward mobility offered to those who take advantage of the educational process. Practices service leadership in order to get things done.

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## EDUCATION

School	Degree	Area of Concentration	Year
Washington State University	Ph.D.	Health Economics	1996
Washington State University	M.A.	Health Economics	1995
Utah State University	B.S.	Economics	1989
Ricks College	A.A.	Economics	1987

## Dissertation Summary

**Physician Choice: A Fresh Approach to Testing the Induced Demand Hypothesis; Chaired by Robert Rosenman** -- In this dissertation physician decision making was scrutinized to determine to what extent economic and agency factors are causing physicians to choose between treatments and treatment strategies. Physicians face considerable pressure from hospitals, insurance providers, HMOs, and the Medicare system. Understanding these incentives will enable policy makers to better design and implement the most efficient systems of delivery.

This dissertation also provides a contribution to the Supplier Induced Demand (SID) literature. It is recognized that inducement can occur not only when physicians choose unnecessary tests and excessive stays, but when physicians choose between alternative treatment strategies. When viewed in this light, testing for SID becomes more tenable. If treatment decisions are based on clinical factors alone, then a significant relationship should not be observed between a specific treatment and the physician reimbursement level. As such, a discrete choice model can be employed rather than the traditional two stage least squares approach. In this case the analysis focuses on the use of laparoscopy to perform appendectomies. Recent studies have shown that laparoscopy is more expensive, but that recovery is quicker. Each continues to be used as a valid means of dealing with appendicitis.

To conduct the analysis, variables were drawn from the Washington State Comprehensive Hospital Abstract Reporting System (CHARS) outcome files which were matched with physician demographic information obtained independently. The CHARS information set is a useful one because it contains information on initial diagnosis, procedures performed, payers, length of stay, and patient demographics. Physician demographic characteristics included variables commonly used as proxies when testing for physician income targets. A discrete choice multivariate regression model is specified using the procedure choice as the dependent variable and common agency, financial, and income target variables as independent variables. Maximum likelihood techniques are used to estimate desired parameters.

Based on a theoretical model one might expect compensation to strongly influence the decision making process. However, in our analysis expected compensation was not found as a significant determinant of treatment choice. Instead, physician and patient characteristics matter. To the extent that physician characteristics are related to actual and target incomes, there is support for a target income hypothesis.

**EMPLOYMENT**

<b>Employer</b>	<b>Title</b>	<b>Year(s)</b>
Southwestern Oregon Community College Brookings, OR	Curry Campus Executive Dean	2018 - Curr.
Mohave Community College Kingman, AZ	Associate Dean of Instruction - Neal Campus and Distance Education	2016 - 2018
Western Wyoming Community College Rock Springs, WY	Division Chair Associate Professor / Professor	2013 - 2016 2010 - 2016
Blackburn College Carlinville, IL	Associate Professor	2008 - 2010
Coldwater Creek, Inc. Sandpoint, ID	Statistician	2005 - 2008
North Idaho College - Ponderay Center Sandpoint, ID	Adjunct Economics Professor	2007
Brigham Young University - Idaho Rexburg, ID	Economics Professor	2001 - 2005
United HealthCare of the Midwest, Inc. St. Louis, MO	Senior Research Economist	1999- 2001
Practice Patterns Science, Inc. St. Louis, MO	Clinical Project Manager	1997- 1999
Health Economics Research, Inc. Waltham, MA	Senior Economist	1996-1997
Washington State University Pullman, WA	Instructor Graduate Teaching Assistant	1993-1996 1991-1993

**PUBLISHED ARTICLES**

Hill, C., D.N. Bunn, and J.R. Hawkins, "Stretching the Managed Care Dollar in the New Millennium: The Practice of Detailing Primary Care Physicians," *Managed Care Quarterly*, Vol. 10, No. 2, Spring 2002.

Fort, R. and D.N. Bunn, "Whether One Votes and How One Votes," *Public Choice*, 95(1/2):51-62, 1998.

Bunn, D.N., S.B. Caudill, and D.M. Gropper, "Crime in the Classroom: An Economics Analysis of Undergraduate Student Cheating Behavior," *The Journal of Economic Education*, Summer 1992.

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## CONFERENCE PAPERS

"Economic Aspects of Physician Treatment Decision - The Case of Appendectomy." Presented at the *American Public Health Association* meeting in Indianapolis, November 1997.

"The Referral Decision: Is Quality of Care Being Compromised?" presented at the *International Health Economics Association Inaugural Conference* in Vancouver, BC, May 1996.

## SELECTED REPORTS

Cromwell, J. and D.N. Bunn, "A Modified TEFRA System For Psychiatric And Rehabilitation Hospitals And Distinct Part Units: A Policy Document," Report, contract with State of West Virginia, March 1997.

Ertle, A. and D.N. Bunn, "Measuring the Effects of Prozac's Cost Efficiency with Respect to Patient Outcomes," Report, contract with Eli Lilly and Company, November 1997.

Ertle, A. and D.N. Bunn, "Utilization Review and Economic Evaluation of Paxil, Prozac, and Zoloft in a Managed Care Population," Report, contract with SmithKline Beecham Pharmaceuticals, November 1997.

Ertle, A. and D.N. Bunn, "Measuring the Effects of Effexor's Cost Efficiency with Respect to Patient Outcomes," Report, contract with Wyeth-Ayrst Pharmaceuticals, November 1997.

Ertle, A. and D.N. Bunn, "Otitis Media Study," Report, contract with Daiichi Pharmaceutical Corporation, February 1998.

Ertle, A. and D.N. Bunn, "Hormone Replacement Therapy for Menopausal Symptoms," Report, contract with Wyeth-Ayerst Laboratories, Inc., January 1998.

Bunn, D.N. and G. Asmus, "Determining the Relationship of Hypothyroidism to Diabetes in a Managed Care Population," Report, contract with Knoll Pharmaceuticals, July 1998.

Bunn, D.N. and G. Asmus, "Determining the Charges and Utilization Associated with Hypothyroidism in Diabetic Patients," Report, contract with Knoll Pharmaceuticals, July 1998.

Terry, C., L. Adamovic, D. Cave, and D.N. Bunn, "Measuring Relafen's Cost Efficiency with Respect to Patient Outcomes," Report, contract with SmithKline Beecham Pharmaceuticals, March 1998.

Bunn, D.N. and L. Adamovic, "Valsartan Exclusionary Rule Analysis - Assessing Claims Data as a Means of Validating Exclusionary Criteria," Report, contract with Novartis Pharmaceuticals, March 1998.

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## **WORKING PAPERS**

Bunn, D.N., Forsyth, G. and C. Hill, "The Missing Link in Undergraduate Economic Education."

Bunn, D.N. and R. Rosenman, "The Referral Decision: Is Quality of Care Being Compromised?"

Bunn, D.N. and R. Rosenman, "Economic Aspects of Physician Treatment Decision - The Case of Appendectomy."

## **MANUSCRIPT REVIEWS**

Ethics & Behavior -- 2014 "On the Optimality of Escalating Penalties for Repeat Offenses Against the Academic Honor Code"

## **RESEARCH AND DEVELOPMENT FUNDING**

Faculty Improvement Grants

- Super Enhanced Professional Development, \$500, Western Wyoming Community College, 2011.
- Applications in Corporate Finance & Banking, \$1000, Blackburn College, Summer 2009.

## **CONFERENCE PARTICIPATION**

The American Council on Education (ACE) Leadership Academy for Department Chairs, Itasca, IL, October 20<sup>th</sup> - 22<sup>nd</sup> 2015

Pacific Northwest Great Teachers Seminar, Portland, OR, June 15<sup>th</sup> 2014

National Great Teacher Seminar, Hilo, HI, August 4<sup>th</sup> 2013

Great Teacher Seminars, Rock Springs, WY, September 11<sup>th</sup> 2012, November 16<sup>th</sup> 2012, February 1, 2013 (facilitator), August 23<sup>rd</sup> 2013, January 10<sup>th</sup> 2014

From Your Garage to the Assembly Line, 2012 Investors Conference, Rock Springs, WY, April 21, 2012

Leadership Excellence Training, The Disney Institute, Green River, WY, September 28<sup>th</sup> 2011

CAPSIM Management Simulations, Train the Trainer Seminar, Chicago, IL, January 5<sup>th</sup> thru January 7<sup>th</sup>, 2011

Zero Bound: Credit Easing and Quantitative Easing, Federal Reserve Bank of St. Louis, November 5<sup>th</sup> and 6<sup>th</sup>, 2009

American Marketing Association, Advanced Research Techniques Forum, Coeur D'Alene, ID, June 2005

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Economics and the Classroom, Idaho State University, September 10<sup>th</sup> and 11<sup>th</sup>, 2004

Connecting Student Learning Outcomes to Teaching, Assessment, and Curriculum, Alverno College, April 2004

ASSA Annual Meetings, Washington D.C., January 2<sup>nd</sup> thru 5<sup>th</sup> 2003

Economics and the Classroom, Idaho State University, September 13<sup>th</sup> and 14<sup>th</sup>, 2002

## **ACADEMIC AND PROFESSIONAL SERVICE ACTIVITIES**

### **Voluntary Service**

Board of Directors -- Brookings / Harbor Rotary Club (2018 - )

Board of Directors - Coastal Home Health and Hospice (2019 -)

Varsity Scout Committee Chair - Targhee Distr, Grand Teton Council BSA (2002 - 2005)

Audit Committee Member -- Deseret Mutual Credit Union (2003 - 2005)

### **Mohave Community College**

General Education Re-Vamp Action Project taskforce (2015 - 2016)

First Year Experience Project taskforce (2016 - 2018)

Transitional Math using Ed-Ready taskforce (2017 - 2018)

CSI - Serving the Hispanic Community (2017 - 2018)

### **Western Wyoming Community College**

General Education Re-Vamp Action Project taskforce (2015 - 2016)

First Year Experience Project taskforce (2016)

Strategic Enrollment Management - Meta Major taskforce (2014 - 2016)

Student Learning Assessment Taskforce (2014 - 2016)

Educational Achievement Committee (2013 -2016)

Enterprise Committee of the R.S. Chamber of Commerce (2012 -2016)

Business Department Program Review Committee (2010 - 2016)

Housing Appeals Board (2013 - 2015)

Instructional Leadership Taskforce (2014)

Professional Standards Board - Spanish (2014)

Professional Standards Board - Professor Emeritus (2013)

Scheduling Action Committee (2013 - 2014)

Outstanding Graduate Selection Committee (2011 - 2013)

Curriculum Committee (2011 - 2013)

College Senate (2011 - 2013)

- Subcommittee on Horizontal Advancement

Professional Standards Board - Accounting (2012)

Professional Standards Board - Management (2012)

In-service Committee (2012 -2015)

Policies and Procedures Committee (2011 -2012)

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**Blackburn College**

Advisor - Economic Investment Experience Club (2009 -2010)  
Work Program Appeals Board (2009 -2010)  
Student Life Judicial Board Alternate (2009 -2010)  
Website Overview Group (2009 -2010)  
Faculty Mentor Program (2008 - 2010)

**Brigham Young University – Idaho**

Department of Economics In-service Director (2001 - 2005)  
Department of Economics Library Liaison (2002 - 2005)

**Washington State University**

Department of Economics Undergraduate Committee (1995-96).  
Graduate Student Representative to the Economics Faculty (1994-95).  
Graduate Student Travel Grant Committee (1992-93).  
Graduate and Professional Student Association Senator (1992-93).

**PROFESSIONAL AFFILIATIONS**

Western Economics Association

**TEACHING EXPERIENCE**

<b>Course Title</b>	<b>Description</b>
ECON 350 – WSU Labor Economics and Problems	Functioning of labor markets; introduction to collective bargaining and labor law.
ECON 301 – WSU Intermediate Microeconomics	Price determination and market behavior under different market structures and the problems posed for public policy.
ECON 101 – WSU Principles of Microeconomics	Theory and policy of human responses to scarcity; how this affects business competition, international trade, industrial organization, investment, and income distribution.
ECON 102 – WSU / Auburn Principles of Macroeconomics	Theory and policy related to unemployment, inflation, foreign trade, government spending, taxation, and banking.
ECON 111 – BYU – Idaho Principles of Macroeconomics	Theory and policy related to unemployment, inflation, foreign trade, government spending, taxation, and banking.
ECON 112 – BYU – Idaho Principles of Microeconomics	Theory and policy of human responses to scarcity; how this affects business competition, international trade, industrial organization, investment, and income distribution.
ECON 381 – BYU – Idaho Intermediate Macroeconomics	Practical implications of fiscal and monetary policy as pertaining to economic and market performance.

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ECON 202 – North Idaho College Principles of Microeconomics	Theory and policy of human responses to scarcity; how this affects business competition, international trade, industrial organization, investment, and income distribution.
EC 200 – Blackburn College Principles of Macroeconomics	Theory and policy related to unemployment, inflation, foreign trade, government spending, taxation, and banking.
EC 110 - Blackburn College Essentials of Economics	An overview of economic theory and economic thought including macroeconomic and microeconomic concepts, comparative economic systems, international trade, and the history of economic thought.
MG 321 – Blackburn College Corporate Finance	Study of the concepts of financial management, with emphasis upon the corporation; acquiring capital, financial controls, financial policies and the integration of the financial management function into the total business strategy.
EC 432 – Blackburn College Public Finance	Analysis of economic aspects of government regulation, to include government taxation and spending; the logic of different tax policies; the effects of spending programs; public goods and income distribution.
EC 202 – Blackburn College Principles of Microeconomics	Theory and policy of human responses to scarcity; how this affects business competition, international trade, industrial organization, investment, and income distribution.
EC 242 – Blackburn College Business Statistics	Introduction to statistical methods with emphasis on Business issues.
EC 499 – Blackburn College Game Theory	An introduction to the use of Game theory, normal form games, extensive form games, and Nash equilibrium.
EC 319 – Blackburn College Money and Banking	Structure, functioning and regulation of the commercial and central banking systems. Monetary theory and policy.
EC 322 – Blackburn College Labor Economics	An economic view of labor and the relationship of the worker to the employer, union and society including the development of human capital, wage differentials in different industries and between races and sexes.
BADM 1000 – WWCC Introduction to Business	An introductory business course emphasizing the role of business in the American economy. The course presents an overview of business organization and operations.
FIN 1000 – WWCC Personal Finance	This course addresses the fundamentals of personal financial planning. Topics will include personal budgeting, retirement planning, investment strategies, personal financial assessment, insurance, tax planning and estate planning.

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ECON 1010 - WWCC  
Macroeconomics

This course will focus on how the economic society is organized and uses scarce resources to provide for its material wants. The second semester (ECON 1020) topics will cover value and price theory, monopoly and public policy, markets for productive goods and services, labor economies, and alternative forms of economic organizations.

ECON 1020 - WWCC  
Microeconomics

A basic study of value and price theory, monopoly and public policy, markets for productive goods and services, alternative forms of economic organization, and international trade.

EDCI 5959 - UW  
Seminar

Free Enterprise continuing education course for local teachers; taught in conjunction with the Rock Springs Chamber of Commerce.

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**Timothy W. Dailey**  
**93641 E Bluebird Lane**  
**North Bend Oregon 97459**  
**(541) 404-0999**

## **PROFESSIONAL EXPERIENCE:**

### **2017-Present - VP of Enrollment and Student Services; Southwestern Oregon Community College**

- Supervise all student services areas i.e. Financial Aid, Registration, Recruitment/Admissions, Student Activities, Athletics, Student Recreation Center, Student Success Center
- Supervise the Title III Grant
- ADA compliance officer
- Title IX Investigator
- Chair of Threat Assessment Team
- Member of the President's Executive Team
- Chair of Enrollment Student Services Leadership Team
- Member of college committees
- Chair of the Student Services/ Instructional Deans group
- Grant Writing

### **2012-2017 - Dean of Students; Southwestern Oregon Community College**

- Supervise Student Services departments i.e. Admissions, Financial Aid, Registrar, Counseling, Advising, Placement Testing Center, Internships, TRIO programs (SSS, Upward Bound and Talent Search)
- Manage and monitor budgets for the above areas
- Conduct annual performance evaluations
- Serve as a member of the President's Executive Team
- Chair the Dean of Students conduct committee
- Member of the Vice Presidents of Instruction/Student Services Dean committee
- Serve on other college committees

### **2006-2017 - Director of Educational Support Programs and Services; Southwestern Oregon Community College**

- Manage and monitor department budgets for 3 specific areas: counseling and testing, disability services, and the placement center.
- Conduct annual performance for staff in ESPS department
- Member of college committees
- Director of TRIO Student Support Services grant
- Director of Disability Services for Students

**1999-2006 - Counseling Faculty, Tenured, Student Support Services; Southwestern Oregon Community College**

- Personal, academic, and career counselor for students in the Student Support Services project
- TRIO Student Support Services grant writing
- Knowledge of TRIO regulations and grant obligations
- Attend TRIO trainings on budget management, grant writing, and grant administration
- Train college community, advocating for the unique qualities of project eligible students
- Present to the high school districts about Student Support Services program and its benefits
- Collaborate with Educational Talent Search transition specialists to assist ETS students to the college
- Assist in the SSS grant aid disbursements process
- Teach classes in the areas of student success
- Conduct workshops and groups on topics related to retention
- Member of faculty committees
- President of the Faculty Union

**1995-1999 - Program Coordinator, Disability Resources for Students (DRS); Arizona State University, Tempe AZ.**

- Coordinate and manage academic support programs for students with ADHD, traumatic brain injury, and psychological, systematic health, and learning disabilities
- Conduct workshops and presentations for faculty and staff on academic issues
- Academic advising and career exploration with students
- Advocate for students with faculty and administration
- Interpret psycho-educational evaluations to determine reasonable accommodations
- Referral source for students to support services on and off campus
- Develop policies and procedures for DRS in support of student development model
- Supervise master level social work interns in an individual and group counseling setting
- Conduct crisis management interventions to help students develop problem solving skills
- Present to high schools and community groups about DRS services and general disability issues
- Guide community college coordinators concerning matriculation and academic accommodations
- Committee member on campus committees

**1991-1995 - Staff Therapist; TERROS Behavioral Health, Phoenix AZ.**

- Provide individual and group therapy to clients experiencing mood disorders, thought disorders, personality disorders, anger management problems, and chemical dependency
- Supervise master level counseling and social work interns in a clinical setting doing individual and group counseling
- Provide progress reports on clients to the probation department and other referral agencies

**1991-1995 - Adjunct Faculty; Rio Salado Community College, Phoenix AZ**

- Develop curriculum and teach classes in counseling skills

**1988-1989 – Tutor; Arizona State University, Tempe AZ**

- Provide academic tutoring as well as advisement in time management, stress management, and study skills to student athletes

**EDUCATION**

- Masters of Counseling, Arizona State University, Tempe AZ
- Bachelor of Arts, Whitworth College, Spokane WA
- Associates Degree, Bismarck State College, Bismarck North Dakota

**CERTIFICATIONS**

- 2015 License Professional Counselor Oregon
- National Board of Certified Counselors; Certified Professional Counselor

**PROFESSIONAL AFFILIATIONS**

- AHEAD Association of Higher Education and Disability
- ORAHED Oregon Association of Higher Education and Disability
- CSSA Oregon Council of Student Services Administrators

# ELISE HAMNER



## EXPERIENCE

### Southwestern Oregon Community College

Dean of Resource Development/Foundation  
From 2014 to present

Provides long-range strategic leadership and admin of department/foundation. Works to enhance image and promote college. Directs fundraising campaigns in collaboration with college and foundation board.

### Oregon International Port of Coos Bay

Communications/Community Affairs Manager  
From 2010 to 2014

Developed and implemented communication and marketing strategy. Oversaw websites/social media and content development. Coordinated legislative and special event outreach, plans, logistics.

### The World Newspaper

Assistant Editor/City Editor  
From 1995 to 2010

Supervised 15-person newsroom for daily print and online publications. Guided news team on project planning. Assisted weekly editors. Served on editorial board and wrote editorials. Public liaison.



## ABILITIES

## YEARS OF EXPERIENCE

STRATEGIC COMMUNICATION	32
TEAM MANAGEMENT	23
MARKETING	10
FUNDRAISING/DONOR/ GRANT OUTREACH	10

## JOB FOCUS



## COMMUNITY SERVICE

- COOS WATERSHED ASSOCIATION BOARD
- COOS BAY – NORTH BEND ROTARY
- COOS COUNTY CULTURAL COALITION

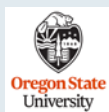
## EDUCATION



**Gonzaga University**

2017

*Master of Arts Organizational Leadership*



**Oregon State University**

1987

*Bachelor of Arts Technical Journalism*



**Central Oregon Community College**

1985

*Associate of Arts*



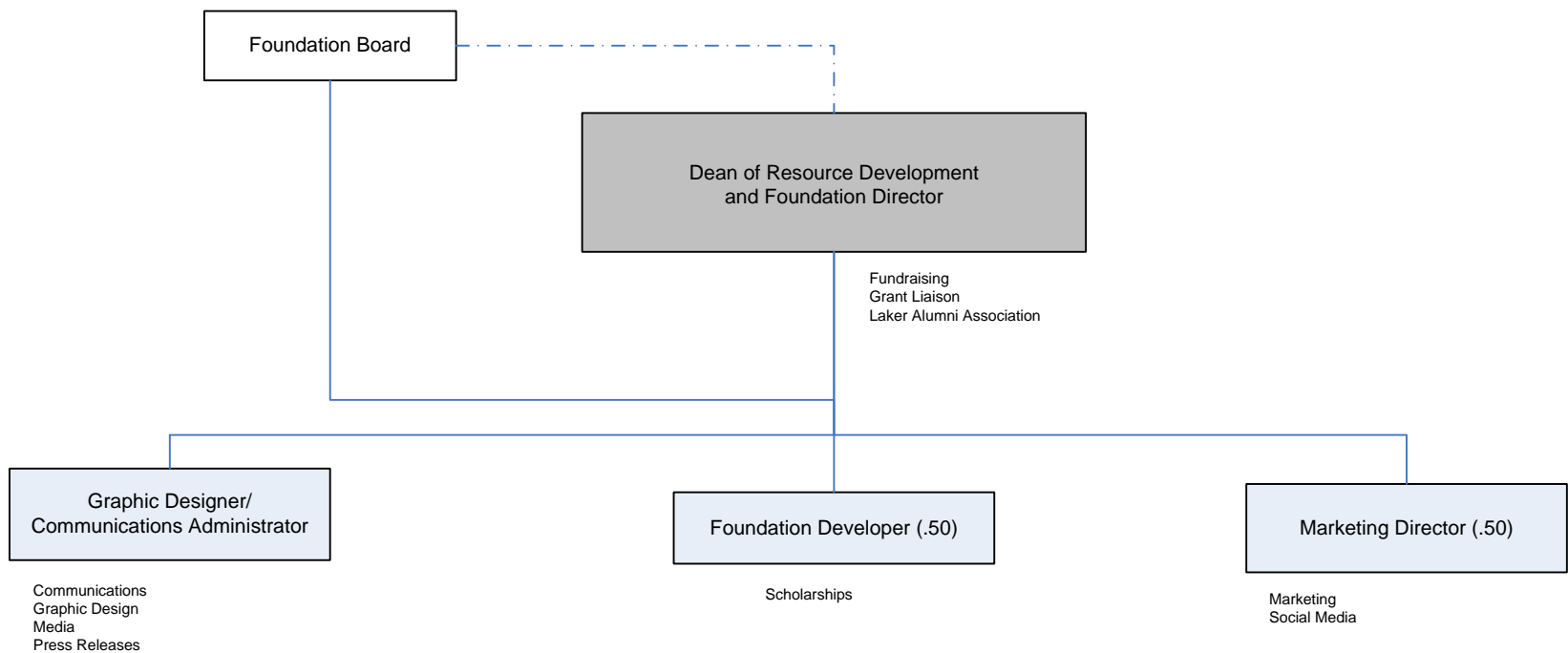
**OREGON13579@LIVE.COM**



**ELISE.HAMNER@SOCC.EDU**



**541.808.8529**



**Southwestern Oregon Community College  
Organizational Chart  
2019-2020**



## **Carl Gerisch**

90988 Shell LN.

Coos Bay, OR 97420

[carl.gerisch@socc.edu](mailto:carl.gerisch@socc.edu)

(541) 888-7707

### **RESEARCH INTERESTS**

Electrochemistry and programming

### **EDUCATION**

California State University at Fresno - Chemistry major, Computer Science minor 1990 -95. 70 semester units, left without graduation.

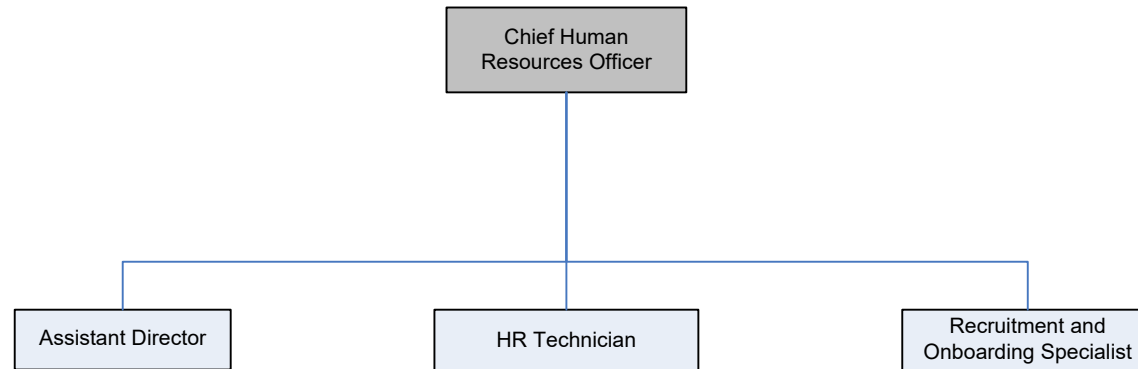
College of the Sequoias –Math and Science 1985-90. 75 semester units, received Associates of Science in Math and Science.

### **PROFESSIONAL EXPERIENCE**

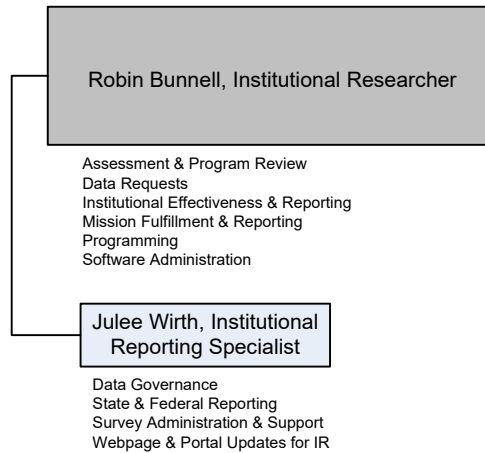
- Chief Information Officer, Southwestern Oregon Community College, January 2018 – January 2020
- Interim Executive Director of Integrated Technology Services/CIO, Southwestern Oregon Community College, January 2017 – January 2018
- Director of Integrated Technology Services, Southwestern Oregon Community College, July 2016 – January 2017
- Systems Administrator, Southwestern Oregon Community College, July 2006 – July 2016
- Instructional Computer Labs and Media Services supervisor, Southwestern Oregon Community College, July 2004 - July 2006
- Instructional Computer Labs Supervisor, Southwestern Oregon Community College, January 2003 – July 2004
- Computer Labs Technical Assistant, Southwestern Oregon Community College, July 2001 - January 2003
- PC and Peripherals Technician I, Southwestern Oregon Community College January 1999 - July 2001
- Computer Lab Aid SUMMIT, Southwestern Oregon Community College October 1997 – January 1999

### **ACCOMPLISHMENTS**

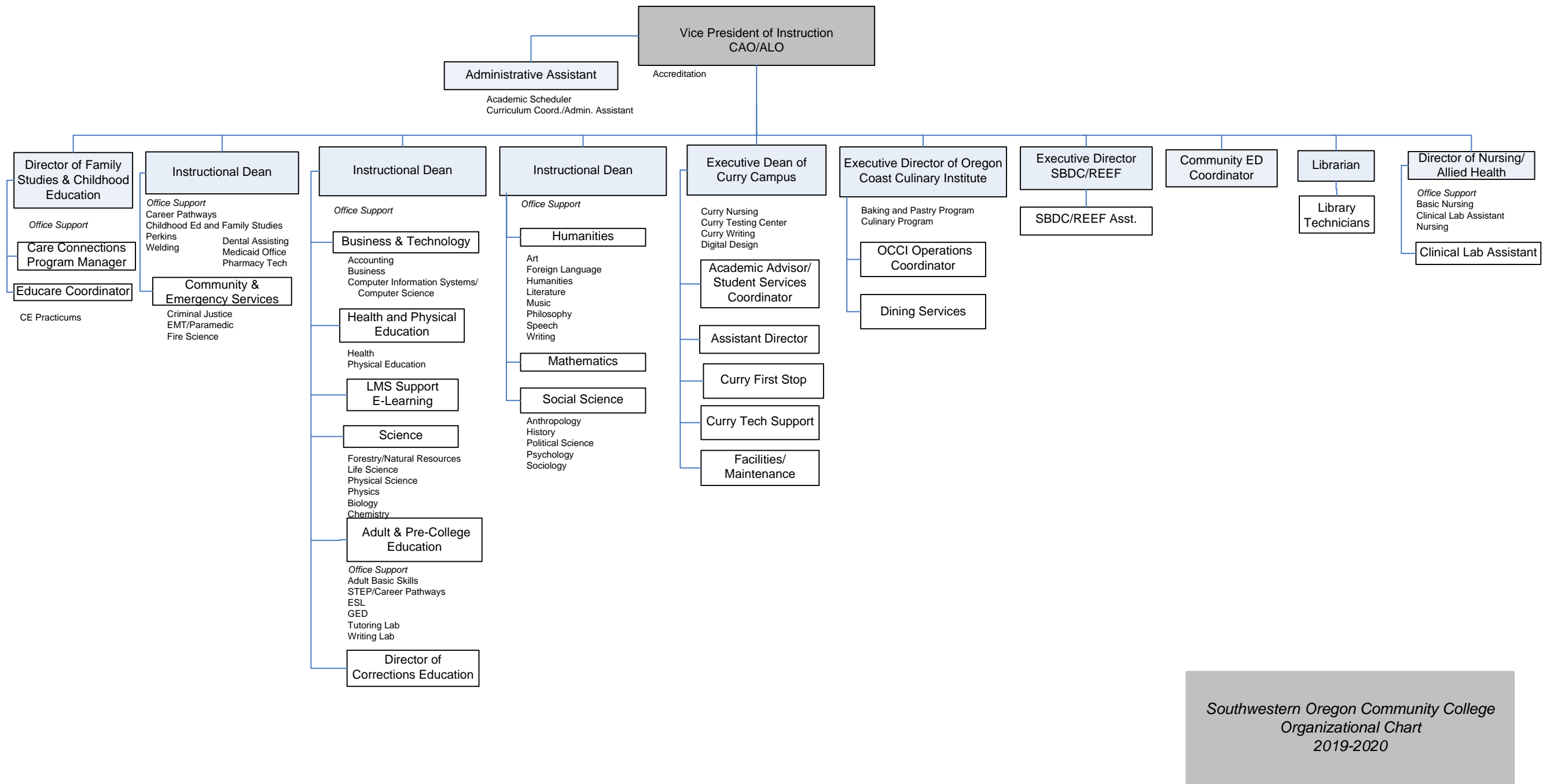
- Presented “Electrochemical Properties of Polyaniline in Various Acids” poster session at the National Meeting of the American Chemical Society in 1995.
- CSU Fresno Chemistry Club President, 1993 – 1995
- Placed first in the heavy weight division of men’s weight lifting at CSU Fresno, 1991



**Southwestern Oregon Community College  
Organizational Chart  
2019-2020**



**Southwestern Oregon Community College  
Organizational Chart  
2019-20**



**Rachele M. Lyon**  
93644 North Way, North Bend, Oregon 97459 (541) 297-0123  
Email: rachelelyon@hotmail.com

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### **Summary of Professional Qualifications**

- Experienced Executive with 18 years of experience in human resources, safety administration, budget development and project management in organizations with 600 plus employees.
- Skilled in staff recruitment and retention, policy development, benefit management, and contract negotiation and compliance.
- Organizational and Strategic Planning background.
- Extensive knowledge of ADA, FMLA/OFLA, BOLI, OSHA, ERISA, HIPPA, Unemployment Administration, Workers Compensation, and Federal and State employment law compliance.
- Thorough knowledge of Microsoft Office Software, i.e. Word, Excel, PowerPoint, Access, and Publisher.
- Proficient in Datatel, HrPerspectives, ADP, Jenzabar, Abila, and HRIS management.

### **Professional Experience**

<b>Southwestern Oregon Community College, Coos Bay, OR</b> <i>Chief Human Resources Officer</i>	<b>2018 to present</b>
<b>Coquille Indian Tribe, North Bend, OR</b> <i>Director of Human Resources</i>	<b>2014 to 2018</b>
<b>RMS Consulting, North Bend, OR</b> <i>Owner, Consultant</i>	<b>2013 to present</b>
<b>Southwestern Oregon Community College, Coos Bay, OR</b> <i>Executive Director of Human Resources</i>	<b>2010 to 2014</b>
<i>Part Time Faculty - Business</i>	<b>2004 to 2014</b>
<b>The Mill Casino-Hotel &amp; RV Park/ CEDCO/ORCA/NACB, North Bend, OR</b> <i>Human Resources Benefit and Safety Manager</i>	<b>2002 to 2010</b>
<b>Southwestern Oregon Community College, Coos Bay, OR</b> <i>Recruitment/Contracts Specialist</i>	<b>1997 to 2003</b> <b>2001-2003</b>
<i>Confidential Payroll/Contract Coordinator</i>	<b>2000 to 2001</b>
<i>Assistant Director -Financial Aid</i>	<b>2000 to 2000</b>
<i>Accounting Technician</i>	<b>1998 to 2000</b>
<i>Secretary to Associate Dean of Student Services/Veterans Clerk</i>	<b>1997 to 1998</b>
<b>Engles Furniture, North Bend, OR</b> <i>Accounts Payable Clerk</i>	<b>1993 to 1997</b>
<b>Mary's Pizza Shack, Santa Rosa, CA</b> <i>Bookkeeper</i>	<b>1990 to 1993</b>

### **Education**

**Upper Iowa University, Fayette, Iowa**  
Master of Business Administration: Human Resource Management, June 2004

**Linfield College, McMinnville, Oregon**  
Bachelor of Science: Business Management, May 2001

**Southwestern Oregon Community College, Coos Bay, Oregon**  
Associate of Science: Business Administration, March 2000

**Heald Business College, Santa Rosa, California**  
Accounting Certificate, April 1993

### **Professional Certifications, Affiliations and Community Involvement**

**Certified Background Adjudicator, February 2018**

**Tribal Human Resources Professional (THRP) November 2016**

**Rotary International**

**District 5110 - Area Membership Chair - 2009**

**Bay Area Rotary Club**

Positions held: President 2008-09, President-Elect 20-2008, Vice President 2006-07, and Festival of Trees Committee Chairperson 2004-06

**Sunrise Rotary Club**

Member – 2009 to 2011

**Coos Bay North Bend Rotary Club**

Member – current

Scholarship Committee – current

Grant Committee – current

Membership Committee – current

Youth Exchange Officer - current

**North Bend School Foundation Board**

Treasurer – 2009 to 2014

**United Way of Southwestern Oregon**

Board of Directors – 2011-2014

**Ten Mile Lakes Association**

Board of Directors – Vice President – 2012 to 2019

**Coos Bay Habitat for Humanity**

Board of Directors – Vice President – 2016 to 2018

**National Native American Human Resources Association (NNAHRA)**

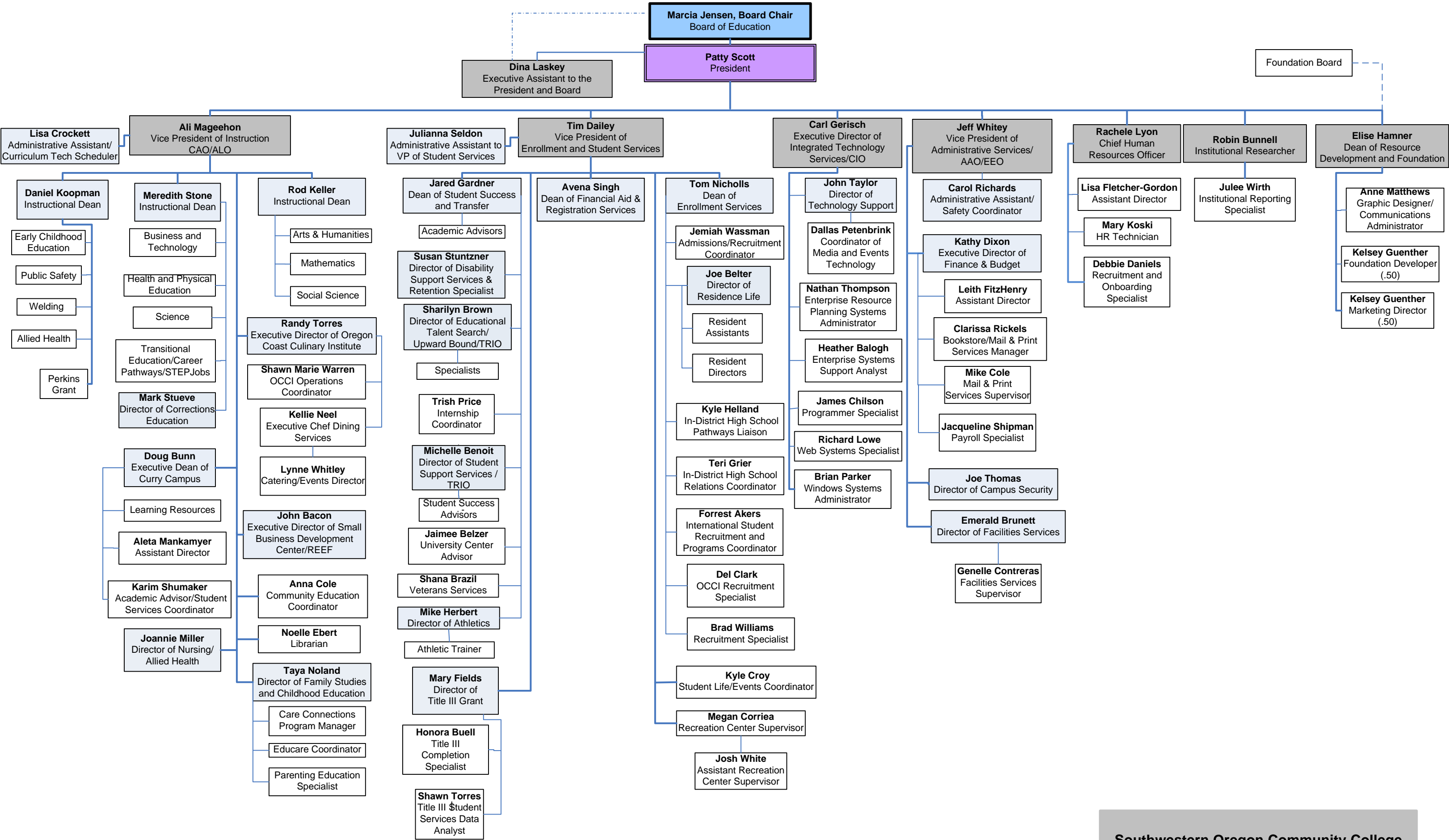
**Society for Human Resource Management (SHRM)**

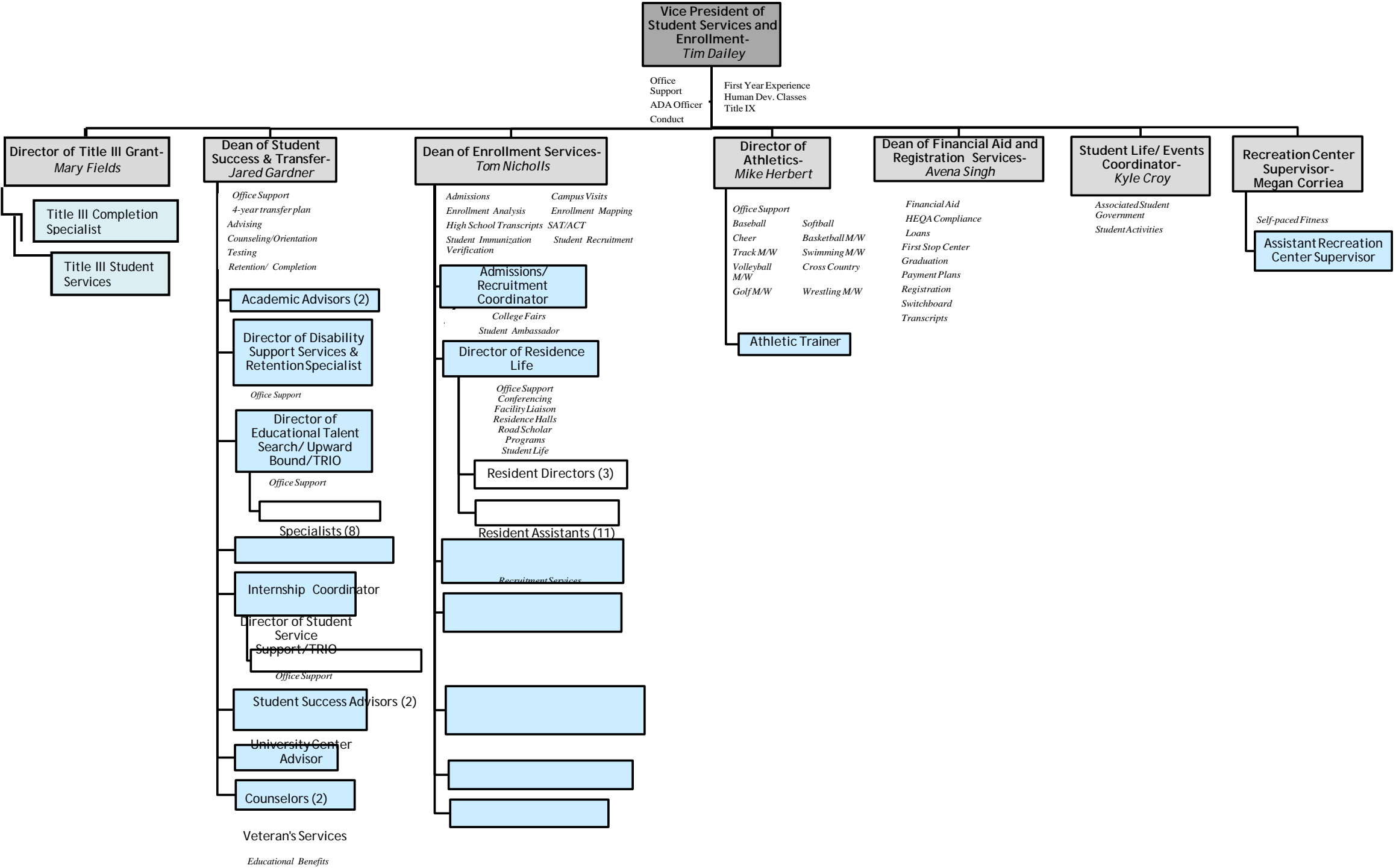
**Lane County Human Resource Association (LCHRA)**

**National Human Resource Management Association (NHRMA)**

**American Association of Women in Community Colleges (AAWCC)**

Positions held: Treasurer of Campus Chapter May 2002 – November 2002, Vice President of Campus Chapter 2001-02, Oregon Institute of Leadership Development Participant 2000







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trict High School Relations  
Coordinator

*College Now*

*Enhanced Options*

*Expanded Options*

International Student  
Recruitment and Programs  
Coordinator

*English Language Program*

OCCI Recruitment Specialist

Recruitment Specialist

# Jeffrey J. Whitey

1465 I Street  
Coos Bay, OR 97420

(541) 269.4670  
jeffwhitey@mail.com

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## Professional Experience

2016-current      Southwestern Oregon Community College      Coos Bay, OR

### Vice President of Administrative Services

- Responsibility for the overall administration and accountability of Administrative Units: Business Office, Campus Security, Facilities Services, Motor Pool, and Print & Mail Services, and Enterprise Units: Bookstore, Student Housing, Dining Services, Newmark Center, and Neighborhood Facility.
- Lead collaborative budget development and presentation approval processes. Under the direction of the President, assume responsibility for the preparation and management of the annual district budget. Advise the President, college staff, and the student body on the college's financial position.
- Provide leadership and oversight of college risk management, safety, contacts, insurance, labor management/negotiations and legal liaison. Officer responsibilities include AAO, EEO, and Title IX.
- Lead district-wide facilities maintenance, planning and construction working closely with architect(s), contractors, subcontractors, and college employees to ensure college interests for effective project completion are protected.

1997–2016      Southwestern Oregon Community College      Coos Bay, OR

### Executive Director of Residence Life

- Developed a never before student service centered residence life program including four phases of development and construction totaling 19 buildings with 78 apartments, housing 400 students.
- Developed and implemented a Residence Life department to administer policies and procedures, including billing services, contracts, room assignments, meal plans, mail delivery, phone, satellite television, network access, work orders, preventive maintenance program, and a student judicial system.
- Direct and supervise three enterprise and auxiliary units, including housing, food services and conference services. Serve chair of the Campus Safety, Facility Use Group and Laker1Card committees.
- Develop, manage, and monitor three unit budgets totaling \$2.6 million, including attainment of revenue and expense projections and all related procurement, contracting, and capital projects.
- Develop and foster relationships with parents, students, campus constituents and community partners in the delivery and service of the residence life program.
- Work with marketing team to develop conferencing programs, presentations, campus visitations, print and electronic advertising.
- Select, train, and supervise management, classified, and student employees.

1994–1997      New Mexico Institute of Mining & Technology      Socorro, NM

### Manager of Residence Life

- Developed and supervised a comprehensive educational and social program for 500 resident students including family student housing.

- Developed and managed \$1 million departmental budget, including selection, training, and supervising 28 employee and student staff.
- Monitored development of short- and long-term projects such as facility upgrades, improvements, and remodeling. Planned and organize with plant services several remodel and upgrade projects to residence halls which included suites and traditional dorms including two historical registered buildings built by the WPA.
- Worked with various campus constituents regarding student services, registration, orientation, plant services, and numerous campus organizations in the delivery of the college's service to students.
- Managed health insurance policy and conference service programs.

1993–1994                      New Mexico Highlands University                      Las Vegas, NM  
Resident Director

- Directed a residential housing facility with 200-plus residents and assisted them with transition to campus housing.
- Trained and supervised eight resident assistants regarding college policies and procedures, room assignments, inventory, and monthly reports.
- Managed Resident Housing Association programs, conducted related activities with strategic conferences.
- Worked as a liaison for housing with custodial and plant services in maintaining general facilities.

1991–1993                      DLC Consulting & Legal Services, Inc.                      Phoenix, AZ  
Customer Service Coordinator

- Managed customer relations, implemented driving delivery systems and dispatched 125 couriers for financial institutions, government agencies, law firms and private companies.
- Implemented service by setting up routing instructions and couriers to meet customer needs.
- Audited accounts by collecting data to ensure accuracy of profits/losses.
- Maintained security clearance to several cities, state, federal agencies and government contractors.

1988–1991                      Southwest Strapping, Inc.                      Phoenix, AZ  
General Manager

- Founded successful industrial packaging supply company through development of business plan and secured financing through Small Business Administration.
- Directed all levels of operations including purchasing, effective sales and marketing, transportation and delivery.
- Managed all fiscal budgeting and created/organize financial statements.

1985–1988                      Arizona General Surgeons, Inc.                      Phoenix, AZ  
Assistant Administrator

- Directed and monitored all administrative functions including insurance billing, accounts receivable/payable of the parent company.
- Managed the procurement of equipment and soft goods for \$5 million healthcare facility including purchasing, inventory, and supply distribution.
- Supervised and trained maintenance, housekeeping, security operations and personnel.

## Education

University of the Southwest

Hobbs, NM

- Masters of Business Administration, 2015

New Mexico Highlands University

Las Vegas, NM

- Business administration graduate course work

University of San Diego

San Diego, CA

- Bachelor of Business Administration, 1984

# Dr. Alexandria (Ali) Mageehon

## Education

- 1999 - 2004      University of Denver      Denver, Colorado  
**Doctor of Philosophy; Higher Education and Adult Studies**
  - Dissertation Title: The Educational Experiences of Previously Incarcerated Women
- 1996 - 1999      University of Colorado at Denver      Denver, Colorado  
**Masters of Art; English with an Emphasis in Rhetoric and Composition**
- 1992 - 1996      University of Denver      Denver, Colorado  
**Bachelor of Arts with Honors; English with an Emphasis in Creative Writing, Minor: Fine Arts**

## Professional experience

- 5/17 – Present      Southwestern Oregon Community College      Coos Bay, OR  
**Vice President, Instruction**
  - Supervise and provide strategic leadership for the deans and directors in all areas in instruction, including Career and Technical Education, Community and Workforce Education, the Small Business Development and Innovation Center, Recreation Center, the Library, Transfer Education, Distance Learning, the Curry Campus, Oregon Coast Culinary Institute, and Transitional Education.
  - Participate in shared governance model with faculty, through partnership in faculty senate and other college committees.
  - Lead collaborative bargaining process in partnership with faculty union, as well as work on labor management issues as they arise.
  - Lead and direct college-wide processes for curriculum development and new program development.
  - Develop and manage budgets in collaboration with all instructional areas.
  - Critically analyze and use data related to accountability, planning, and mission fulfillment.
  - Serve as Accreditation Liaison Officer to the Northwest Commission on Colleges and Universities; provide training and guidance to the campus about regional and program accreditation; work with stakeholders to develop written reports, including the Year Seven Comprehensive Report.
  - Serve as Guided Pathways Team lead; work with campus community to implement guided pathways, as well as participate in leadership activities as part of the first Oregon cohort of schools to transition to guided pathways.
  - Regularly engage in discussions and planning for strategic enrollment management.
  - Lead assessment initiatives for all levels of program, classroom, and general student learning outcomes assessment.
  - Serve on workgroups at the executive team level, including an oversight group for a new allied health and science building.
- 3/16 – 4/17      Portland Community College      Portland, OR  
**Director, Statewide Pathways Initiative**
  - Provide leadership, technical assistance, and research on building and sustaining a statewide Career Pathways system.
  - Coordinate quarterly meetings of Pathways Alliance and facilitate workgroups as needed to address policy and practice implications and innovations.
  - Provide oversight of seventeen community college career pathway

contracts, including reviewing quarterly reports and invoices, and providing on-site technical assistance and site monitoring.

- Provide support to colleges as they explore guided pathways work and share best practices throughout the state.
- Establish and sustain working relationships with statewide agencies, including the Higher Education Coordinating Commission (HECC), Community Colleges and Workforce Development, the Oregon Employment Department, the Oregon Department of Education, the Oregon Community College Association, and Department of Human Services. Establish and sustain working relationships with agency and community college groups and teams, including the Sector Strategies Committee, the Perkins workgroup, Council of Instructional Administrators, Oregon Presidents' Council, and the CTE Leaders and Regional Coordinators.
- Serve on statewide committees including the Student Success Oversight Committee and the Sector Strategies Committee.
- Identify and coordinate response on potential funding opportunities to advance Pathways in Oregon.
- Collaborate with HECC research staff to gather data for the purposes of conducting ongoing research regarding Career Pathways completers.
- Engage with national policy makers through organizations including the Center for Law and Social Policy (CLASP) and Jobs for the Future.
- Oversee Pathways Webtool contract activities, including programming development and management of domain names and deliverables.

9/15 – 5/17      Southwestern Oregon Community College      Coos Bay, OR

**Adjunct Instructor**

- Teach WR121, WR122, WR123, and ENG104 online to dual credit students at Marshfield High School.

11/09 – 2/16      Umpqua Community College      Roseburg, OR

**Dean, Academic Support**

- Oversaw, guided and directed all programs and faculty within the Academic Support division, which included Adult Basic Skills/GED, dual credit, Perkins, Developmental Education, Tutoring, JOBS, the Education Program at Wolf Creek Job Corps, Career Pathways, UCC Online, credit for prior learning, university articulations, supplemental instruction, and interfaced with course and curriculum approval through the Oregon Higher Education Coordinating Commission and Northwest Commission on Colleges and Universities.
- Supervised and provided strategic leadership for four administrator positions: Director of Adult Basic Skills, Learning Skills Director, Director of JOBS program, and Director of eLearning and Education Partnerships.
- Oversaw the development of Title II grant reports and worked closely with state to implement ABS learning standards and Oregon Pathways to Adult Basic Skills curriculum.
- Worked closely with campus team to develop annual Perkins Grant.
- Worked closely with partners to support programs at outreach sites, including Wolf Creek Job Corps and Umpqua Training and Employment, as well as with all high schools within district to provide high quality dual credit opportunities.
- Worked with faculty to develop new certificates and programs in Career and Technical Education to ensure compliance with institutional, state, and accreditation regulations.

- Developed and managed budgets, including negotiating annual contracts with partner sites. Total budgets include 1.6 million dollars in grants and contracts and 1.7 million dollars in general fund for a total of 3.3 million dollars in budget oversight.
- Provided oversight to Career Pathways and CASE (TAACCCT) grants, including writing quarterly reports, preparing for institutional site visits from state Career Pathways Project Coordinator, and supervising Career Pathways Liaison. Participated on consortium based efforts to seek further TAACCCT funding for the state of Oregon.
- Developed reports for accreditation and chaired accreditation committee. Wrote, in collaboration with stakeholders, Year Three and Year Seven reports for the Northwest Commission on Colleges and Universities (NWCCU).
- Co-Led Achieving the Dream team and participated in other student success initiatives.
- Participated in state groups, including the Credit for Prior Learning Standards pilot taskforce, the Career Pathways Alliance, the Developmental Education Redesign state group, and the Council for Instructional Administrators.

9/05 – 6/15 Jones International University (Online)

Centennial, CO

**Adjunct Instructor**

- Mentored EdD students in both K-12 Administration Program and Adult Education Program students through dissertation process
- Designed course content for M.Ed. Higher Education emphasis courses including Higher Education History and Policy, Leadership and Administration in Higher Education, and the Future of Higher Education, and EdD course Public Knowledge and Public Responsibility
- Taught Preparing for a Lifetime of Learning, Conflict Negotiation and Resolution, Education and Ethics, Higher Education History and Policy, Higher Education Organization, Teaching Adult Learners, Education and Research, and Issues in Higher Education courses online to M.Ed. students.
- From **2007-2009**, served as part-time Faculty Professional Development Coordinator and taught JIU700 and JIU701 to new and continuing faculty for professional development.
- From **2008-2009**, reviewed ten faculty courses per month, completed assessment rubric, and provided feedback for course improvement as part of role of faculty professional development coordinator.

7/07– 10/09 New Mexico State University

Alamogordo, NM

**Academic Support Center and Developmental Education Program**

**Director/Assistant Professor**

- Hired, supervised and evaluated tutors in a ten person writing center and a fifteen person math learning center, both of which were CRLA certified.
- Led Developmental Education team
- Managed AskOnline platform for online tutoring
- Supervised an assistant director
- Responsible for budgeting and fiscal management
- Managed testing center
- Developed marketing materials, including monthly newsletter to faculty and staff
- Developed and implemented assessment plan for program, including a

CAS self-study

- Maintained ASC policy handbook
- Worked closely with students to resolve any complaints or concerns
- Identified professional development opportunities for tutors
- Reviewed, evaluated and purchased software and other materials for tutors as needed
- Served as liaison between faculty and department heads regarding ASC services and faculty/student needs
- Developed and piloted SI program for courses with high non-pass rates
- Taught one developmental writing course each semester
- Chaired campus assessment committee
- Served on Strategic Plan Taskforce for campus
- Authored certification proposal for writing center for CRLA certification, conduct and organize training program, and maintain certification records for both writing and math centers.

8/05– 6/07 New Mexico State University

Alamogordo, NM

**Assistant Professor/Writing Center Coordinator**

- Supervised a ten person writing center and two person online writing lab
- Conducted training and workshops for tutors, advisors and faculty for working with under-prepared students
- Completed annual evaluations of tutors
- Taught sections of developmental writing courses
- Selected and ordered textbooks
- Designed curriculum for developmental reading and writing program
- Implemented a pilot supplemental instruction program for developmental writing courses. Supervised and trained SI mentors
- Co-Chaired student retention committee
- Served on Faculty Consortium

4/05 – 7/05 Ministry of Education

Majuro, Marshall Islands

**Educational Consultant**

- Designed four-week intensive English as a Foreign Language program for K-12 educators in the Marshall Islands, including lesson plans, activities, and workbooks for beginning, intermediate and advanced levels of instruction in grammar, reading, writing and listening/speaking.
- Trained team of twenty instructors to teach in the language program.
- Taught in the four-week program.

8/04 – 7/05 College of the Marshall Islands

Majuro, Marshall Islands

**English Department Chair**

- Supervised a fourteen person faculty department who teach developmental ESL/EFL classes , credit level composition and upper division English literature and writing classes
- Completed annual evaluations and classroom observations of faculty
- Prepared and managed annual department budget; prepared five-year forecasted budget for department
- Served as secretary for Curriculum Committee



- Chaired hiring committee for department hiring
- Served on departmental sub-committee to evaluate teacher effectiveness
- Facilitated research and writing of comprehensive assessment plan for the department
- Consulted with other members of college community on assessment issues
- Gathered and analyzed data for biannual program review for department; report to relevant stakeholders
- Selected and ordered textbooks

8/03 – 7/05 College of the Marshall Islands Majuro, Marshall Islands

**Instructor**

- Developed course outline for and taught Introduction to Women's Studies for Liberal Arts Program
- Taught developmental English reading and writing courses and credit-level composition and speech courses to ESL students
- Served on academic search committee for English department faculty
- Served as faculty advisor for student government and student human rights/equity club
- Advised students during registration
- Participated in faculty senate and committees as needed
- Worked closely with department during 2003 – 2004 school year to write course objectives and outlines for all English department courses

1/03 – 8/03 Community College of Denver Denver, CO

**Pre-GED/Basic Skills Instructor**

- Taught reading, writing, and math to adult students in workshop setting
- Made recommendations for student testing and assessment

4/01 – 1/03 Adams County Detention Facility Brighton, CO

**GED/Adult Basic Education/ESL Instructor**

- Taught three sections of GED/ABE workshop (social studies, science, language arts, writing, and math) to male and female detainees
- Provided individualized instruction to juvenile detainees
- Prepared curriculum for program and for individual learners
- Supervised and trained inmate worker and two community volunteer tutors
- Managed computer lab
- Taught ESL to primarily Spanish speaking learners

8/99 – 5/00 University of Denver Denver, CO

**Academic Advisor/Instructor; The Women's College**

- Advised students and assisted in academic and professional goal development
- Developed academic success plans with students on academic probation
- Trained and provided direction and leadership for fellow members of

advising and enrollment team

- Assisted in continuing student retention efforts
- Taught basic skills and essay writing classes
- Evaluated placement exams

9/97 – 4/01 Community College of Denver/Metropolitan State College/University of Colorado at Denver/Red Rocks Community College/Arapahoe Community College  
Denver, CO

**Adjunct Writing Instructor and Writing Center Tutor**

- Taught Composition I (Essay Writing) and II (Research Writing)
- Participated in portfolio norming and evaluation
- Worked as writing tutor in writing labs at CCD and Metro State
- Taught online courses at Metro State college
- Used Blackboard software for supplemental instruction and classroom management at University of Colorado at Denver
- Tutored at writing centers at both University of Colorado at Denver and Metro State College

**Professional Awards  
and Certifications**

COABE Incentive Grant Awardee, 2013

Faculty Gold Star Instructor, Jones International University, 2010

Faculty Excellence Award, Jones International University, August 2009

Certified Learning Center Professional Level 2, National College Learning Center Association

Faculty Excellence Award, Jones International University, 2007

**Community and  
Professional  
Involvement**

Coos Head Co-Op Board member, 2019 – present

ZONTA Service Club member, 2018 - present

Southwestern Workforce Investment Board member, 2017 - present

Bay Area Chamber of Commerce Leadership Coos Graduate, 2018

Phoenix Charter School Board Member, October 2013 – February 2016

AdvancED External Reviewer, December 2014 – February 2016

National Association of Developmental Education Certification Reviewer,  
February 2009 to February 2016

*NADE Digest* reviewer, September 2011 to February 2016

Roseburg Chamber of Commerce Greeter Committee, January 2014 – June 2015

Recording Secretary, Oregon Council of Adult Basic Skills Directors, September  
2011 to August 2012

Project Literacy Board, January 2011 to June 2011

Roseburg Chamber of Commerce Project Leadership Graduate, 2011

Literacy Volunteers of America/ABE Board, Alamogordo, NM, December 2008 to  
2009

Secretary, Otero Arts Council, September 2007 to September 2008

## Publications and Presentations

Co-wrote "Effective Alignment with the Strategic Plan." *Learning Centers in the 21<sup>st</sup> Century*, edited by Laura Sanders, David Reedy, Michael Frizell. Iona Press, 2018.

Co-Presented "Expanding Career Pathways to Guided Pathways" for Oregon Community College Association Annual Conference, November 2016, Sunriver, Oregon.

Presented "Developing Sustainable and Flexible Systems for Stackable Credentials for Council for Adult and Experiential Learning (CAEL), November 2016, Chicago, IL.

Co-Presented "Intersections in Strategic Planning for Pathways" for the National Council of Workforce Education, October 2016, Atlanta, GA.

Presented "Moving from Strategic Initiative to Sustainability" for the National Council of Workforce Education, October 2016, Atlanta, GA.

Presented "Moving from Strategic Initiative to Sustainability: Ten Years of Oregon Career Pathways," for the National Career Pathways Network Conference, October 2016, Indianapolis, IN.

Presented "Career Pathways and Program of Study Templates (POSTs)" for the Reach Higher Oregon Summer Summit, July 2016, Bend, OR.

Co-Presented "The ABCs of Student Success" for the Oregon Student Success and Retention Conference, February 6, 2015, Portland, OR.

"Minding the Gap: Helping GED Students Transition to Career and Technical Education," *Techniques: Connecting Education and Careers*, May 2013.

Presented "Adult Basic Skills and College Pathways" for the Commission on Adult Basic Education conference, March 2013, New Orleans, LA.

Presented "Multimedia Orientation for ESL Students" for the Commission on Adult Basic Education conference, March 2013, New Orleans, LA.

"Getting Hands on With Learning Center Philosophy", *CRLA Handbook for Training Peer Tutors and Mentors* edited by Karen Agee and Russ Hodges.

"Play as a Method of Engaging Students in Developmental Writing," *NADE Digest*, Spring 2012

Presented "Wait! Don't Put Down that Cell Phone!" for the National College Transition Network conference, November 2010, Providence, RI.

Presented "Setting Students Up for Success" for the National Association of Developmental Education conference, February 2009, Greensboro, NC.

*Value, Belief and Experience in Women's Jail Based Education*. Bethesda, MD, Academica Press. 2008.

"Whose Space Is It Anyway? A New Writing Center Administrator's Reflection on Negotiating Space," *The Writing Lab Newsletter*, December, 2008.

"Using Technology to Build a Community of Writers in Developmental Writing," *The NADE Digest*, (4)1: 19-28 Fall 2008.

"Caught Up in the System: How Women Who Have Been Incarcerated Negotiate

Power”, *The Prison Journal*, (88)4: 473-492 November, 2008.

Co-Presented “Reading in the Age of X-Box” for the Southwestern Association of Developmental Education conference, November 2008, Las Cruces, New Mexico

Presented “Cultural Literacy and MySpace” for the National Council of Teachers of English conference, November 2007, New York City, New York

Presented “Engaging Developmental Learners Through Interactive Learning Techniques” for the College Reading and Learning Association conference, October 2007, Portland, Oregon

Mageehon, A. (2007) [Review of the book *Voices for Democracy: Struggles and Celebrations of Transformational Leaders*] *Education Review*  
<http://edrev.asu.edu/reviews/rev580.htm>

Presented “Using Learning Styles and Preferences in Tutorials to Enhance Student Success” for the National Tutoring Association conference, April 2007, Denver, Colorado

Presented “Partnerships in Learning: Developmental Classrooms and Learning Centers” for the National Association for Developmental Education conference, March 2007, Nashville, Tennessee

Presented “A Blended Learning Environment in a Developmental Writing Course” for the National Council of Teachers of English conference, November 2006, Nashville, Tennessee

“What Makes a ‘Good’ Teacher ‘Good’: Women in Transition from Prison to the Community Reflect.” *Journal of Correctional Education*.(57)2: 145-157 June 2006.

“A Love Poem for Irene” and “On Dignity”, published in Central Avenue Poetry Magazine, 2006

“The Second Chance”, published in Central Avenue Poetry Magazine, 2005

“Incarcerated Women’s Educational Experiences”, *Journal of Correctional Education*, (54)4: 191-199 December 2003.

“Eden” and “Offerings” published in Seedhouse Literary Review, 1999

“Atomic Eve” published in Anthology, 1998

“Threads” published in Sierra Nevada Review, 1996

## Professional References

Marc Goldberg  
Associate Vice President, Workforce Development and Community Education  
Portland Community College  
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Portland, OR 97280  
971-722-2899  
[marc.goldberg1@pcc.edu](mailto:marc.goldberg1@pcc.edu)

John Blackwood  
Associate Professor, Computer Information Systems  
Umpqua Community College  
PO Box 967  
Roseburg, OR 97470  
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Tillamook Bay Community College  
4301 Third Street  
Tillamook Bay, OR 97141  
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Executive Director  
Phoenix Charter School  
3131 NE Diamond Lake Boulevard  
Roseburg, OR 97470  
541-440-1115  
[rbreyne@roseburgphoenix.com](mailto:rbreyne@roseburgphoenix.com)

Miguel Viscarra  
Director, Academic Support Center  
New Mexico State University, Alamogordo  
2400 Scenic Drive  
Alamogordo, NM 88310  
575-439-3811  
[onastar@nmsu.edu](mailto:onastar@nmsu.edu)



# SOUTHWESTERN

## AN OREGON COMMUNITY COLLEGE

### VISION STATEMENT

Southwestern leads and inspires lifelong learning.

### MISSION STATEMENT

Southwestern Oregon Community College supports student achievement by providing access to lifelong learning and community engagement in a sustainable manner.

### CORE THEMES AND OBJECTIVES

#### Learning and Achievement

1. Students demonstrate progress
2. Students complete certificates, degrees, and transfer
3. Students demonstrate that they have met learning outcomes

#### Access

1. Students access varied learning opportunities
2. Students access services that support learning
3. Students access relevant curricula that support lifelong learning and achievement

#### Community Engagement

1. Southwestern serves our communities by providing quality training and business development to address the changing community workforce needs
2. Southwestern provides our community members access to a wide range of quality, lifelong learning activities
3. Our community members participate and contribute to the College

#### Sustainability

1. Southwestern provides responsible fiscal management
2. Southwestern builds and maintains a sustainable infrastructure of human, technology, and facility resources
3. Southwestern delivers viable quality instruction

### MISSION FULFILLMENT

- Mission fulfillment is defined as attaining Core Theme fulfillment for each of the four Core Themes.
- Core Theme fulfillment is defined as attaining 70% of all the Core Theme's data indicators within the achieved or minimally achieved range.
- The minimum threshold of Mission fulfillment is defined as attaining 70% or better of all indicators within the achieved or minimally achieved range.

### CORE VALUES

**Community** – Build collegiality by providing a welcoming and supportive atmosphere with respect for diversity.

**Learning** – Filter every decision, activity, and function through the lens of learning.

**Innovation** – Empower creative, progressive thinking that results in a sustainable, positive change.

**Professionalism** – Present ourselves with honesty and integrity working together to achieve our goals.

**Stewardship** – Sustainably manage our environment and fiscal resources to support our staff, students, and community.

**Adopted by the Board of Education November 19, 2012 and revised February 17, 2016.**

Southwestern Oregon Community College is an equal opportunity educator and employer.

# Patricia M. Scott

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[psscott@socc.edu](mailto:psscott@socc.edu)

- 2008- Present    **President, Southwestern Oregon Community College, Coos Bay, OR** – serve as the chief executive officer of an institution that serves 10,000 students per year in Coos, Curry, and Western Douglas counties. Lead, motivate and challenge 350 full and part-time employees and manage of budget of 59 million
- 2006-2008       **Dean of Students, Southwestern Oregon Community College**, served as the chief student services administrator and supervised enrollment management, recreation center, community education/events scheduling, and the Educational Support department (advising, orientation, internships, counseling, TRIO)
- 2002-2006       **Director of Educational Support, Southwestern Oregon Community College** – supervised counseling, testing, orientation, advising, TRIO, internships, and taught Human Development classes.
- 1993-2002       **Director Student Support Services/Counselor, Southwestern Oregon Community College**  
Supervised a federally funded program that supports low-income, first generation, and disabled students
- 1989-1993       **Assistant Professor, Office of Academic Advising and Student Services, University of Oregon,**
- 1986-89          **Assistant Director, Career Services, Roger Williams University, Bristol, RI**
- 1985-86          **Coordinator, Student Life/Career Advisor, Terra Technical College, Fremont, OH**
- 1984-85          **Assistant Director, Student Activities, Lorain County Community College, Elyria, OH**

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## EDUCATION:

**Doctorate of Education** in Community College Leadership, Oregon State University, Corvallis, OR 2004  
**Master of Arts** in College Student Personnel, Bowling Green State University, Bowling Green, OH; 1986  
**Bachelor of Science** in Sociology, University of Oregon, Eugene, OR; 1984; minor, Women's Studies  
Transfer program, Lane Community College, Eugene, OR

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## PROFESSIONAL

### AFFILIATION:

Bay Area Hospital Foundation Board  
Member, Oregon Community College Association, past secretary and treasurer  
Commissioner, Coos Bay Parks Commission  
Northwest Athletic Conference Executive Board  
Community Trainer for Ford Family Foundation Rural Leadership Program  
Rotary International member, Membership Chair, Board member  
Zonta Club member  
American Association of Women in Community Colleges  
Past Chair, Oregon Presidents Council  
Bay Area Hospital Board of Directors  
Coos Bay-North Bend Water Board Budget committee



