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Handbooks, Collective Bargaining Agreements

Faculty Collective Bargaining Agreement

[Full Time Faculty Collective Bargaining Agreement](#) (286 KB)

Classified Collective Bargaining Agreement

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[Classified Contract 2010-2011](#) (469 KB)

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[Classified Contract Memo of Understanding Article 10 - Addendum](#) (15 KB)

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Board Goals by Core Theme, Strategic Goals, and Board Activities

2011-12 through 2013-14

Core Theme	Core Theme Description	Strategic Plan Goal	Board Goal	Board Activities
III. Innovation and Sustainability	Innovation and Sustainability embodies prudent and enduring resource stewardship, augmented by innovative resource development endeavors, to sustain a strong fiscal, human, physical, and technological infrastructure for a supportive learning, living, and working environment.	5: Create the vision and structure for long-term college sustainability and growth.	5.1: Board Goal 1 - Engage in Curry Campaign fundraising	5.1a: Board Activity - Appoint ad hoc committee for Curry Campaign fundraising
				5.1b: Board Activity - Attend four Curry County civic organizational meetings
			5.1c: Board Activity - Contribute and/or solicit Curry Campus campaign donations	
			5.2: Board Goal 3 - Actively advocate community colleges at the local, state and federal level	5.2a: Board Activity - Host legislative teleforums on campus
				5.2b: Board Activity - Invite local legislators to visit campus
5.2c: Board Activity - Visit local legislators in Salem				
IV. Community Engagement	Community engagement is the means to build strong partnerships and provides opportunities for the community to participate in diverse activities and events.	6: Support college growth through appropriate planning, budgeting, and assessment.	6.1: Board Goal 5 - Complete review of Board policies	6.1a: Board Activity - By June 30, 2012, complete the review of all Board policies
				9: Promote and provide opportunities for the community to engage in diverse activities and events.
			9.1: Board Goal 2 - Increase interactivity with the Foundation Board	9.1a: Board Activity - Extend annual invitation to Foundation Board ex-officio on the Board of Education
				9.1b: Board Activity - Participate in Foundation activities
				9.1c: Board Activity - Schedule a Work Session with the Foundation Board
9.2: Board Goal 4 - Participate in community engagement opportunities	9.2a: Board Activity - Attend the 50th Anniversary celebration on October 8, 2011			
	9.2b: Board Activity - Attend the Curry Campus building dedication on January 27, 2012			
	9.2c: Board Activity - Present campus updates to community groups			

Board Goals and Activities Update

2011-12 through 2013-14

Core Theme	Strategic Plan Goal	Board Goal	Board Activities	Update	Quarter	
III. Innovation and Sustainability	5: Create the vision and structure for long-term college sustainability and growth.	5.1: Board Goal 1 - Engage in Curry Campaign fundraising	5.1a: Board Activity - Appoint ad hoc committee for Curry Campaign fundraising	A ad hoc committee for Curry Campaign fundraising was appointed at the July, 2011 Board meeting.	Summer	
			5.1a: Board Activity - Appoint ad hoc committee for Curry Campaign fundraising	This has been completed at Board organizational meeting, July 2011.	Fall	
			5.1b: Board Activity - Attend four Curry County civic organizational meetings	Have yet to schedual meetings.	Fall	
			5.1b: Board Activity - Attend four Curry County civic organizational meetings	This will be ongoing during the Fall quarter.	Summer	
			5.1c: Board Activity - Contribute and/or solicit Curry Campus campaign donations	Board members have contributed and solicited donations for the Curry Campus campaign.	Fall	
				5.1c: Board Activity - Contribute and/or solicit Curry Campus campaign donations	This Board effort will continue throughout the academic year.	Summer
			5.2: Board Goal 3 - Actively advocate community colleges at the local, state and federal level	5.2a: Board Activity - Host legislative teleforums on campus	Scheduled to host teleforums in 2012 during session.	Fall
		5.2a: Board Activity - Host legislative teleforums on campus		We plan to continue to host legislative teleforums on campus.	Summer	
		5.2b: Board Activity - Invite local legislators to visit campus		Board Chair personally invites State Legislators to update Board on resent session. Board participated in welcoming State Legislators during 50th celebrations.	Fall	
		5.2b: Board Activity - Invite local legislators to visit campus		Local legislators have been invited to the campus for the 50th anniversary Community Celebration, as well as to a Board meeting.	Summer	
		5.2c: Board Activity - Visit local legislators in Salem		Board members plan to visit our local legislators in Salem during session.	Summer	
		5.2c: Board Activity - Visit local		Board members will visit Legislators in Salem when	Fall	

Core Theme	Strategic Plan Goal	Board Goal	Board Activities	Update	Quarter
			legislators in Salem	back in session, Feb. 2012.	Fall
	6: Support college growth through appropriate planning, budgeting, and assessment.	6.1: Board Goal 5 - Complete review of Board policies	6.1a: Board Activity - By June 30, 2012, complete the review of all Board policies	A complete review of the Board Policies have been completed.	Fall
			6.1a: Board Activity - By June 30, 2012, complete the review of all Board policies	Most of the current Baord Policies have been reviewed, and will be completed soon.	Summer
IV. Community Engagement	9: Promote and provide opportunities for the community to engage in diverse activities and events.	9.1: Board Goal 2 - Increase interactivity with the Foundation Board	9.1a: Board Activity - Extend annual invitation to Foundation Board ex-officio on the Board of Education	Annual invitation to the Foundation Board to attend SWOCC Board in Ex-officio capacity has been offered.	Summer
			9.1b: Board Activity - Participate in Foundation activities	Board Members continue to participate in Foundation activites.	Summer
			9.1b: Board Activity - Participate in Foundation activities	Board members have been in attendance at all Foundation activities. Chair participates in Foundation Board meetings. Joint Board?s met 12/12/2011.	Fall
			9.1c: Board Activity - Schedule a Work Session with the Foundation Board	A Work Session with the Foundation Board has been scheduled fo 12/12/11	Summer
			9.1c: Board Activity - Schedule a Work Session with the Foundation Board	Work session was scheduled, coordinated with the Foundation Board and completed.	Fall
		9.2: Board Goal 4 - Participate in community engagement opportunities	9.2a: Board Activity - Attend the 50th Anniversary celebration on October 8, 2011	Many of the college Board attended the 50th celebration activities.	Fall
			9.2b: Board Activity - Attend the Curry Campus building dedication on January 27, 2012		
			9.2c: Board Activity - Present campus updates to community groups	50th Anniversary campus activities involved most Board members	Fall
				Participated in service club and community organization presentations of 50th video	
			9.2c: Board Activity - Present campus updates to community groups	The Board will present campus updates to community groups as opportunities present themselves.	Summer



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Goals

SOUTHWESTERN OREGON COMMUNITY COLLEGE

BOARD GOALS

2011-12

Adopted: 07/29/11

1. Engage in Curry Campaign fundraising
2. Increase interactivity with the Foundation Board
3. Actively advocate community colleges at the local, state and federal level
4. Participate in community engagement opportunities
5. Complete review of Board policies

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Southwestern Oregon Community College

July 2011 Financial Statements

General Fund Statement of Budget and Revenue and Expenditures:

Tuition & Fees: Student Tuition and Fee waivers - \$2,765, Employee Tuition and Fee waivers - \$18,727

Other Income: Child Care Services - \$25,403, Child Care expense reimbursements \$3,292, Student Recreation Center facility use - \$4,633

Materials & Services: \$66,875 to Angel Learning Inc. for license, \$9,015 to EBSCO for annual academic research databases subscriptions, \$2,714 to ACCT for annual dues, \$6,618 to ORCA Communications for internet service, \$48,507 to multiple vendors for IT equipment maintenance contracts, \$62,389 to multiple vendors for IT software maintenance contracts, \$87,561 to Pace for fire and liability insurance, \$3,000 to Outside the Classroom, Inc. for AlcoholEdu for College, \$4,500 to NWAACC for annual dues

Statement of Revenue and Expenditures – All Funds:

Special Projects Fund: Tuition & Fees are primarily for Curry County Special Projects, Online BNA Program, High School Credit Recovery, Extended Learning, International Students and the Korean Program. Other Income includes Family Center Program income, facility use, and Foundation and miscellaneous expense reimbursements. Other Grant Income is primarily foundation grants.

Plant Fund: State Support includes Curry State bond proceeds and Go Oregon maintenance. Interest Income is for the Curry bond proceeds which are held in a separate Local Government Investment Pool account.

Enterprise Fund: Tuition & fees – OCCI and Conferencing revenue; Other Income – Newmark rent, Student Housing, Bookstore revenue and other building rent.

Trust & Agency: Tuition & Fees – online classes with other community colleges; Other Income – primarily student club fund raising.

Statement of Cash Flows:

Restricted cash is primarily Special Projects and Trust & Agency funds, and private grants and loans for students.

Balance Sheet:

General Fund: Accounts Receivable as of July 31, 2010 was \$3,482,614. Deposits are for the Nursing Program and gift certificates.

Enterprise Fund: Prepaid Expenses are unamortized bond issuance costs. Inventory is Bookstore inventory. "Deposits Held in Custody" is for Student Housing and OCCI.

Trust & Agency: "Deposits Held in Custody" is the beginning balance of all funds held in trust.

Enterprise Fund

Bookstore:

Materials & Supplies – general supplies, credit card fees

Purchased Services – shipping

Contracted Services – equipment maintenance, software maintenance

Newmark Operations:

Payroll – maintenance staff

Contracted Services – maintenance expenses (pest, fire extinguishers)

Newmark Tenant Services:

Payroll – custodial staff

Purchased Services – heat, lights, water, sewage, sanitation

Contracted Services – building maintenance & repair

Student Housing:

Tuition/Fees – activity fees, deposit fees, other fees

Sales – vending

Purchased Services – telephone, meeting expense, heat, lights, water, sewage, sanitation, cable TV,

Contracted Services – food service from Dining Services, resident assistant room & board

Dining Services:

Materials & Supplies – general supplies, food costs, catering supplies, equipment <\$5,000

Purchased Services – water, sewage, sanitation

Contracted Services – routine restaurant maintenance services

Transfers to Other Funds – student chefs paid by General Fund

Conferences Other:

Revenue – athletic camps, Upward Bound housing, Korean Project housing

Payroll – Service Learning coordinator, part time temp employees

Conferences Projects:

Revenue – Elderhostel

Payroll – Elderhostel presenters, part time temp employees

Purchased Services – food service from Dining Services

Internal Services – SWOCC bus

Oregon Coast Culinary Institute:

Sales – sale of bakery items for fund raiser

Miscellaneous Revenue – building rent, Chef's Table & other food service

Materials & Supplies – uniforms, paper products, promotional material, postage, class materials & supplies, equipment <\$5,000

Travel – recruitment, professional development

Purchased Services – advertising, dues & fees, heat, lights, water, sewage, sanitation

Contracted Services – routine restaurant maintenance services, special event expenses

Materials for Resale – textbooks, knife sets

Southwestern Oregon Community College
Statement of Cash Flows
Summary of All Funds by Month

	<u>2010</u> <u>July</u>	<u>2010</u> <u>August</u>	<u>2010</u> <u>September</u>	<u>2010</u> <u>October</u>	<u>2010</u> <u>November</u>	<u>2010</u> <u>December</u>	<u>2011</u> <u>January</u>
Revenue Over (Under) Expenditures	935,509.61	623,382.57	(401,556.54)	(981,618.27)	2,105,997.35	1,051,034.39	(952,474.45)
Change in Assets							
Accounts Receivable	(281,043.03)	394,768.99	870,352.47	1,220,332.99	(301,769.59)	2,536,113.49	(2,092,058.33)
Prepaid expenses	(131,521.51)						
Inventory							
Subtotal	(412,564.54)	394,768.99	870,352.47	1,220,332.99	(301,769.59)	2,536,113.49	(2,092,058.33)
Change in Liabilities							
A/P Payroll/Withholdings	(47,645.70)	18,124.39	36,869.79	94,264.67	106,901.35	(245,023.08)	74,289.22
Accounts Payable	(80,042.48)	(375,393.53)	40,542.71	486,195.42	(530,396.58)	(472,536.18)	177,522.01
Deposits Held in Custody	(37,977.55)	(45,289.17)	(10,835.39)	(419,151.13)	(404,741.53)	935,028.92	(3,986.59)
Deferred Revenue	(2,536,591.77)						
Bonds/Notes Payable				(31,308.00)			
Subtotal	(2,702,257.50)	(402,558.31)	66,577.11	130,000.96	(828,236.76)	217,469.66	247,824.64
Cash Beginning of Period	8,503,558.47	7,149,375.12	6,975,430.39	5,770,098.49	6,138,814.17	7,718,344.35	6,450,734.91
Restricted Cash	94,364.80	406,259.98	416,377.60	1,069,017.01	1,247,805.36	814,367.49	1,381,443.89
Unrestricted Cash	1,026,286.75	1,324,680.17	1,021,515.59	1,251,359.90	2,650,542.51	1,814,758.75	2,633,477.99
Curry Construction Bond Funds	6,028,723.57	5,244,490.24	4,332,205.30	3,818,437.26	3,819,996.48	3,821,608.67	3,823,221.55
Total Cash at End of Period	7,149,375.12	6,975,430.39	5,770,098.49	6,138,814.17	7,718,344.35	6,450,734.91	7,838,143.43

As of September 19, 2011:

Operating cash on hand	\$764,743.95
Accounts payable	\$343,011.73
Curry Project LGIP account cash	\$2,091,789.09

Southwestern Oregon Community College
Statement of Cash Flows
Summary of All Funds by Month

	<u>2011 February</u>	<u>2011 March</u>	<u>2011 April</u>	<u>2011 May</u>	<u>2011 June</u>	<u>2011 July</u>
Revenue Over (Under) Expenditures	(333,191.92)	1,070,501.23	(2,112,660.73)	(3,500,871.32)	752,068.47	1,331,662.31
Change in Assets						
Accounts Receivable	612,419.52	741,134.11	2,083,911.88	444,076.13	2,064,944.15	(1,079,684.23)
Prepaid expenses					100,255.81	(108,836.99)
Inventory					22,026.64	
Subtotal	612,419.52	741,134.11	2,083,911.88	444,076.13	2,187,226.60	(1,188,521.22)
Change in Liabilities						
A/P Payroll/Withholdings	85,033.53	121,269.66	139,277.87	117,544.87	(311,480.68)	(35,175.64)
Accounts Payable	(10,387.34)	537,939.42	(595,714.34)	75,968.16	774,839.92	(677,190.23)
Deposits Held in Custody	(2,398.50)	(22,248.95)	4,102.68	17,479.54	(40,162.70)	10,695.28
Deferred Revenue				1,073,002.75	937,782.45	(2,010,185.20)
Bonds/Notes Payable					(718,949.37)	
Subtotal	72,247.69	636,960.13	(452,333.79)	1,283,995.32	642,029.62	(2,711,855.79)
Cash Beginning of Period	7,838,143.43	6,964,779.68	7,931,106.93	7,450,024.29	5,677,224.42	4,884,095.91
Restricted Cash	1,164,600.04	1,871,087.41	812,811.28	608,824.11	264,351.39	255,399.60
Unrestricted Cash	1,975,501.65	2,232,727.31	2,808,358.31	1,834,245.83	1,805,619.63	2,079,443.40
Curry Construction Bond Funds	3,824,677.99	3,827,292.21	3,828,854.70	3,234,154.48	2,814,124.89	2,357,580.65
Total Cash at End of Period	6,964,779.68	7,931,106.93	7,450,024.29	5,677,224.42	4,884,095.91	4,692,423.65

Southwestern Oregon Community College
GENERAL FUND
Statement of Budget and Revenues and Expenditures
For the period ending July 31, 2011

	<u>Current Month</u>	<u>YTD</u>	<u>Adjusted Budget</u>	<u>Variance Favorable (Unfavorable)</u>	<u>Actual YTD % of Budget</u>
Fund Balance (estimated)		\$ 2,300,000.00	\$ 2,000,000.00	\$ 300,000.00	115.0%
Revenues:					
State Support	-	-	5,192,281.00	(5,192,281.00)	0.0%
Federal Support	-	-	25,500.00	(25,500.00)	0.0%
Local Support (Taxes)	-	-	4,918,100.00	(4,918,100.00)	0.0%
Tuition & Fees (Net of Waivers)	1,599,278.04	1,599,278.04	6,613,547.00	(5,014,268.96)	24.2%
Interest Earnings	1,426.59	1,426.59	24,000.00	(22,573.41)	5.9%
Other Income	33,792.42	33,792.42	336,026.00	(302,233.58)	10.1%
Loan Proceeds	-	-	4,860,000.00	(4,860,000.00)	0.0%
Transfers from Other Funds	-	-	622,774.00	(622,774.00)	0.0%
Total Revenues	1,634,497.05	1,634,497.05	22,592,228.00	(20,957,730.95)	7.2%
Total Resources Available		3,934,497.05	24,592,228.00	(20,657,730.95)	16.0%
Expenditures:					
Personal Services & Benefits	873,201.66	873,201.66	12,661,169.00	11,787,967.34	6.9%
Materials & Services (Net of Waivers)	327,696.92	327,696.92	3,326,885.00	2,999,188.08	9.8%
Capital Outlay	-	-	10,000.00	10,000.00	0.0%
Debt Service:					
Principal	-	-	4,860,000.00	4,860,000.00	0.0%
Administrative Fees & Interest	-	-	40,000.00	40,000.00	0.0%
Transfer to Other Funds	-	-	1,694,174.00	1,694,174.00	0.0%
Total Expenditures	1,200,898.58	1,200,898.58	22,592,228.00	21,391,329.42	5.3%
Fund Balance (End of Month)		2,733,598.47	2,000,000.00		

ROUTINE AND CUSTOMARY PAYMENTS OVER \$25,000 July-11

CHECK NUMBER	CHECK DATE	PAYEE	CHECK AMOUNT	DESCRIPTION
200683	7/28/2011	Pacific Power	40,595.69	Campus Power
EFT	7/11/2011	Federal Employment Taxes	204,668.85	Federal Withholding, FICA, Medicare
EFT	7/11/2011	State Employment Taxes	59,232.00	State Withholding
EFT	7/11/2011	OEBB	242,256.32	Medical/Dental Insurance

Southwestern Oregon Community College
Statement of Revenues and Expenditures
Year-to-Date as of July 31, 2011

	<u>General Fund</u>	<u>Financial Aid Fund</u>	<u>Special Projects Fund</u>	<u>Insurance Reserve Fund</u>	<u>Plant Fund</u>	<u>Debt Service Fund</u>	<u>Internal Service Fund</u>	<u>Enterprise Fund</u>	<u>Trust and Agency Fund</u>	<u>Totals</u>
Fund Balance (July 1, 2011)	\$ 2,300,000.00	\$ -	\$ 1,730,847.44	\$ 438,121.98	\$ 2,356,938.95	\$ -	\$ -	\$ 698,760.86	\$ -	\$ 7,524,669.23
Revenues:										
State Support	\$ -	\$ 3,461.00	\$ 12,637.93	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 16,098.93
Federal Support	-	198,242.65	88,560.18	-	-	-	-	-	-	286,802.83
Tuition & Fees (Net of Waivers)	1,599,278.04	-	110,672.75	-	-	-	-	476,923.75	13,806.00	2,200,680.54
Interest Earnings	1,426.59	-	0.74	-	1,062.98	-	-	-	-	2,490.31
Other Income	33,792.42	-	757.98	250.68	-	-	9,436.44	809,768.74	3,004.16	857,010.42
Other Grant Income and Workshops	-	-	93,320.00	-	-	-	-	-	-	93,320.00
Total Revenues	\$ 1,634,497.05	\$ 201,703.65	\$ 305,949.58	\$ 250.68	\$ 1,062.98	\$ -	\$ 9,436.44	\$ 1,286,692.49	\$ 16,810.16	\$ 3,456,403.03
Expenditures:										
Personal Services & Benefits	\$ 873,201.66	\$ 242.25	\$ 222,987.38	\$ -	\$ -	\$ -	\$ 17,452.38	\$ 162,617.55	\$ -	\$ 1,276,501.22
Materials & Services (Net of Waivers)	327,696.92	224,110.00	140,503.19	-	6,490.62	-	20,190.97	120,385.26	309.00	839,685.96
Capital Outlay	-	-	-	-	-	-	-	-	-	-
Debt Service:										
Interest & Administrative Fees	-	-	-	-	-	7,380.18	-	1,173.36	-	8,553.54
Transfers to Other Funds	-	-	-	-	-	-	-	-	-	-
Total Expenditures	\$ 1,200,898.58	\$ 224,352.25	\$ 363,490.57	\$ -	\$ 6,490.62	\$ 7,380.18	\$ 37,643.35	\$ 284,176.17	\$ 309.00	\$ 2,124,740.72
Revenues Over (Under) Expenditures:	433,598.47	(22,648.60)	(57,540.99)	250.68	(5,427.64)	(7,380.18)	(28,206.91)	1,002,516.32	16,501.16	1,331,662.31
Fund Balance (End of Month)	\$ 2,733,598.47	\$ (22,648.60)	\$ 1,673,306.45	\$ 438,372.66	\$ 2,351,511.31	\$ (7,380.18)	\$ (28,206.91)	\$ 1,701,277.18	\$ 16,501.16	\$ 9,014,707.05

Southwestern Oregon Community College
Balance Sheet
As of July 31, 2011

	General Fund	Financial Aid Fund	Special Projects Fund	Insurance Reserve Fund	Plant Fund	Debt Service Fund	Internal Service Fund	Enterprise Fund	Trust and Agency Fund	Totals
Assets										
Cash and Investments	\$ 309,295.65	\$ (40,118.85)	\$ 1,308,343.72	\$ 438,372.66	\$ 2,311,661.61	\$ (7,380.18)	\$ (20,943.14)	\$ 260,466.20	\$ 132,725.97	\$ 4,692,423.64
Accounts Receivable	3,643,467.36	26,086.68	365,412.73	-	39,849.70	-	-	47,059.13	-	4,121,875.60
Prepaid Expenses	-	-	-	-	-	-	-	144,973.71	-	144,973.71
Inventory	-	-	-	-	-	-	-	191,555.37	-	191,555.37
Fixed Assets	-	-	-	-	-	-	-	14,580,311.36	-	14,580,311.36
Total Assets	<u>\$ 3,952,763.01</u>	<u>\$ (14,032.17)</u>	<u>\$ 1,673,756.45</u>	<u>\$ 438,372.66</u>	<u>\$ 2,351,511.31</u>	<u>\$ (7,380.18)</u>	<u>\$ (20,943.14)</u>	<u>\$ 15,224,365.77</u>	<u>\$ 132,725.97</u>	<u>\$ 23,731,139.68</u>
Liabilities and Fund Balance										
Liabilities:										
A/P Payroll/Withholdings	\$ 655,594.16	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 7,263.77	\$ 81,789.56	\$ -	\$ 744,647.49
Accounts Payable	403,943.97	8,616.43	-	-	-	-	-	28,576.05	-	441,136.45
Deposits Held in Custody	1,250.90	-	450.00	-	-	-	-	147,267.78	116,224.81	265,193.49
Deferred Revenue	-	-	-	-	-	-	-	600.00	-	600.00
Bonds/Notes Payable	-	-	-	-	-	-	-	13,264,855.20	-	13,264,855.20
Reserves	-	-	-	-	-	-	-	-	-	-
Total Liabilities	1,060,789.03	8,616.43	450.00	-	-	-	7,263.77	13,523,088.59	116,224.81	14,716,432.63
Fund Balance	2,733,598.47	(22,648.60)	1,673,306.45	438,372.66	2,351,511.31	(7,380.18)	(28,206.91)	1,701,277.18	16,501.16	9,014,707.05
Total Liabilities and Fund Balance	<u>\$ 3,952,763.01</u>	<u>\$ (14,032.17)</u>	<u>\$ 1,673,756.45</u>	<u>\$ 438,372.66</u>	<u>\$ 2,351,511.31</u>	<u>\$ (7,380.18)</u>	<u>\$ (20,943.14)</u>	<u>\$ 15,224,365.77</u>	<u>\$ 132,725.97</u>	<u>\$ 23,731,139.68</u>

SOUTHWESTERN OREGON COMMUNITY COLLEGE
Enterprise Fund
Financial Summary Comparison for Period Ending July 31

	Bookstore		Newmark Center		Student Housing		Dining Services	
	FY10-11	FY11-12	FY10-11	FY11-12	FY10-11	FY11-12	FY10-11	FY11-12
Revenues:								
Tuition/Fees	\$ -	\$ -	\$ -	\$ -	\$ 4,126.25	\$ 6,909.17	\$ -	\$ -
Sales	9,725.33	8,211.00	-	-	632.10	182.70	374.85	1,675.75
Interest	-	-	-	-	-	-	-	-
Rent	-	-	28,571.63	29,177.68	494,100.00	752,355.00	-	-
Miscellaneous	82.75	3,804.70	-	-	-	-	28,932.68	7,853.61
Transfer from other funds	-	-	-	-	-	-	-	-
Total Revenues	\$ 9,808.08	\$ 12,015.70	\$ 28,571.63	\$ 29,177.68	\$ 498,858.35	\$ 759,446.87	\$ 29,307.53	\$ 9,529.36
Expenditures:								
Personal Services	\$ 5,954.75	\$ 5,753.68	\$ 6,344.56	\$ 5,019.80	\$ 30,042.19	\$ 33,948.36	\$ 24,084.79	\$ 20,838.89
Payroll costs/Benefits	3,067.12	3,050.03	2,950.66	3,582.54	9,105.08	10,079.24	9,492.03	7,648.68
Material & Supplies	622.54	505.06	-	290.45	72.22	4,342.33	24,240.24	14,706.55
Travel	-	-	-	-	-	-	-	-
Purchased Services	968.91	1,703.31	130.63	283.42	1,111.16	8,855.20	612.73	-
Internal Services	54.46	-	-	-	-	0.42	6.10	27.13
Contracted Services	1,000.00	1,300.00	1,869.51	675.96	-	2,400.00	55.00	575.82
Professional Services	-	-	-	-	-	-	-	-
Insurance	-	-	8,763.00	8,409.00	26,122.00	22,724.00	-	-
Leases	-	-	-	-	-	-	-	-
Materials for Resale	14,515.19	7,930.94	-	-	-	-	-	-
Student Aid Grants	-	-	-	-	-	-	-	-
Employee Tuition Waivers	-	-	-	-	-	-	-	-
Administrative Expenses	-	-	-	-	-	-	-	-
Repairs	-	-	-	-	-	-	2,010.00	-
Interest Expense	-	-	-	-	-	-	-	-
Principal Payment	-	-	-	-	-	-	-	-
Debt Service Admin	80.42	-	-	-	734.51	734.47	-	-
Depreciation Expense	-	-	-	-	-	-	-	-
Transfers to other funds	-	-	-	-	-	-	-	-
Total Expenditures	\$ 26,263.39	\$ 20,243.02	\$ 20,058.36	\$ 18,261.17	\$ 67,187.16	\$ 83,084.02	\$ 60,500.89	\$ 43,797.07
Revenues over (under) Expenditures	\$ (16,455.31)	\$ (8,227.32)	\$ 8,513.27	\$ 10,916.51	\$ 431,671.19	\$ 676,362.85	\$ (31,193.36)	\$ (34,267.71)
Beginning Fund Balance	\$ 687,150.41	\$ 812,833.04	\$ 600,585.19	\$ 801,444.20	\$ (425,354.55)	\$ (349,008.53)	\$ 187,355.46	\$ 172,586.63
Ending Fund Balance	\$ 670,695.10	\$ 804,605.72	\$ 609,098.46	\$ 812,360.71	\$ 6,316.64	\$ 327,354.32	\$ 156,162.10	\$ 138,318.92

SOUTHWESTERN OREGON COMMUNITY COLLEGE
Enterprise Fund
#REF!

	Conferences Other		Conferences Projects		Oregon Coast Culinary		9/21/11 Neighborhood Facility Bldg.	
	FY10-11	FY11-12	FY10-11	FY11-12	FY10-11	FY11-12	FY10-11	FY11-12
Revenues:								
Tuition/Fees	\$ 19,736.14	\$ 18,302.58	\$ 35,713.00	\$ 13,712.00	\$ 442,000.00	\$ 438,000.00	\$ -	\$ -
Sales	-	-	-	-	-	896.30	-	-
Interest	-	-	-	-	-	-	-	-
Rent	-	-	-	-	-	-	2,500.00	2,500.00
Miscellaneous	-	-	-	-	5,029.00	3,112.00	-	-
Transfer from other funds	-	-	-	-	-	-	-	-
Total Revenues	\$ 19,736.14	\$ 18,302.58	\$ 35,713.00	\$ 13,712.00	\$ 447,029.00	\$ 442,008.30	\$ 2,500.00	\$ 2,500.00
Expenditures:								
Personal Services	\$ 2,350.75	\$ 1,827.50	\$ 3,433.75	\$ 4,702.00	\$ 44,817.83	\$ 48,350.36	\$ -	\$ -
Payroll costs/Benefits	532.05	462.42	264.17	364.58	13,652.53	16,989.47	-	-
Material & Supplies	-	-	84.04	202.32	31,742.35	26,572.93	-	-
Travel	-	-	400.00	1,513.80	311.80	6,347.00	-	-
Purchased Services	-	-	5,746.00	671.90	993.00	3,614.86	-	-
Internal Services	-	-	1,832.50	47.15	1,089.00	84.95	-	-
Contracted Services	-	-	-	-	1,675.00	1,355.18	-	-
Professional Services	-	-	-	-	-	-	-	-
Insurance	-	-	-	-	4,001.00	3,863.00	1,533.00	1,463.00
Leases	-	-	-	-	-	-	-	-
Materials for Resale	-	-	-	-	-	-	-	-
Student Aid Grants	-	-	-	-	4,945.00	-	-	-
Employee Tuition Waivers	-	-	-	-	-	-	-	-
Administrative Expenses	-	-	-	-	-	-	-	-
Repairs	-	-	-	-	-	-	-	-
Interest Expense	-	-	-	-	-	-	-	-
Principal Payment	-	-	-	-	-	-	-	-
Debt Service Admin	-	-	-	-	705.33	358.47	-	-
Depreciation Expense	-	-	-	-	-	-	-	-
Transfers to other funds	-	-	-	-	-	-	-	-
Total Expenditures	\$ 2,882.80	\$ 2,289.92	\$ 11,760.46	\$ 7,501.75	\$ 103,932.84	\$ 107,536.22	\$ 1,533.00	\$ 1,463.00
Revenues over (under) Expenditures	\$ 16,853.34	\$ 16,012.66	\$ 23,952.54	\$ 6,210.25	\$ 343,096.16	\$ 334,472.08	\$ 967.00	\$ 1,037.00
Beginning Fund Balance	\$ (9,713.80)	\$ (1,472.12)	\$ 11,072.97	\$ 21,659.67	\$ (803,593.40)	\$ (855,065.88)	\$ 86,762.95	\$ 95,783.85
Ending Fund Balance	\$ 7,139.54	\$ 14,540.54	\$ 35,025.51	\$ 27,869.92	\$ (460,497.24)	\$ (520,593.80)	\$ 87,729.95	\$ 96,820.85

**SOUTHWESTERN OREGON COMMUNITY COLLEGE
BOARD OF EDUCATION
MEETING MINUTES**

April 26, 2010

ATTENDANCE

Board of Education/Staff (Quorum Present)

David Bridgham (Chair) *
Harry Abel *
Rick Howell (via phone) *
Julie Kremers *
Cherie Mitchell*

Deb Nicholls (Recording Secretary) *

*Absent: Lonny Anderson
Marcia Jensen*

Staff/ExOfficios

Patty Scott (President) *
Cody Carlson
Wayne Chandler
Megan Corriea
Karl Easttorp *
Kat Flores *
Kim Hyatt
Linda Kridelbaugh *

Val Martinez *
Tom Nicholls *
Ron Olson
Janet Pretti
Diana Schab
Karina Smith
John Speasl *

*Also present at Executive Session

Guests

Stephen Brown
Andy Duncan
Mike Gaudette

Meg Harasymczuk
Jessica Musicar
Lindsay Sommers

CALL TO ORDER

Chair David Bridgham called the meeting to order at 5:05 p.m.

**RECESS INTO
EXECUTIVE
SESSION**

The Board recessed into Executive Session under ORS 192.660 (2) from 5:05 p.m. to 6:00 p.m.:

- (d) Labor Negotiations – The administrative negotiating team updated the Board on negotiation processes.
- (e) Property – The Board was updated on real properties in Curry County.
- (h) Legal Rights – Administration briefed the Board on legal issues.
- (i) Personnel – The Board was updated on personnel issues.

RECONVENED

Chair Bridgham reconvened the open session at 6:10 p.m.

AGENDA CHANGES

None were made.

**PUBLIC
COMMENT**

None were heard.

**INTRODUCTIONS /
PRESENTATIONS**

INTRODUCTIONS

The following individuals were introduced to the Board:

- Student Athletes of the Month
 - April '10 – Meg Harasymchzuk, Softball
 - April '10 – Adam Reed, Baseball (not in attendance)
- Student of the Month
 - March '10 – Lindsay Sommers

- 2010 Student Scholars
 - Kristoff Maxey (not in attendance)
 - Jimmye Owens (not in attendance)

INTERVIEWS

Auditor Interviews, Exhibits # 6 B 1 and 2

- The following companies presented their auditing firm proposals to the Board and the Board followed up with pertinent questions:
 - LeMaster, Daniels
 - Hough, MacAdam, Wartnik

PRESENTATIONS

UNIVERSITY CENTER

Interim University Center Director Dr. Andrew Duncan provided a brief history of the Center and announced that 40-45 students were scheduled to graduate this spring with Bachelors or Masters degrees through the University Center.

INSTRUCTIONAL SERVICES REPORT

Associate Dean Diana Schab briefed the Board on the work conducted on various certificates and degrees in her area.

**BOARD REPORTS/
INFORMATION**

Important Dates/Items

Discussion occurred on several upcoming meetings.

COLLEGE REPORTS

PRESIDENT’S REPORT

GoOregon Update, Exhibit # 9 A 1

Copies of the GoOregon project list update were included in the meeting materials.

Core Themes and Strategic Goals, Exhibit 9 A 2

Copies of the materials were included in the meeting materials. A revised “Institutional Effectiveness Strategic Plan Framework” sheet was distributed at the meeting.

M04/10-1

Cherie Mitchell’s motion to *adopt the revised core themes to align the College Mission to the newly adopted NWCCU accreditation standards, as presented*, was seconded by Julie Kremers. Upon call for the vote, the **MOTION PASSED** unanimously.

Oregon University Center Event Notice

Copies of the notice were distributed at the meeting for the May 5, 2010 event in Curry County. Chancellor George Pernsteiner will be conducting town hall meetings on rural higher education.

Financial Reports, Exhibits # 9 B 1-5

Copies of the financial reports were included in the meeting materials.

**CONSENT
AGENDA**

Consent Agenda, Exhibits # 10 A-F

Copies of the items were included in the meeting materials.

M04/10-2

Cherie Mitchell's motion to *approve the Consent Agenda, as presented*, was seconded by Harry Abel. Upon call for the vote, the **MOTION PASSED** unanimously.

BE IT RESOLVED, that the Board of Education of Southwestern Oregon Community College District reviewed and approved the meeting minutes dated March 15, 2010 and April 14, 2010, Exhibits # 10 A & B.

BE IT RESOLVED, that the Board of Education of the Southwestern Oregon Community College District approved John Speasl to receive Early Retirement benefits, effective June 30, 2010, Exhibit # 10 C.

BE IT RESOLVED, that the Board of Education of Southwestern Oregon Community College District accepted the construction bid of \$45,384 from Tom Gayewski Construction for preparation of building B-2 as a Center for Workforce Training and Development and approved the necessary payments to the contractor associated with this portion of the project, Exhibit # 10D.

BE IT RESOLVED, that the Board of Education of Southwestern Oregon Community College District accepted the bid of \$141,650 from Western Shelter Mobility Systems of Eugene, Oregon for the custom mobile training lab as part of the welding and metal fabrication program's Community Based Job Training (CBJT) grant and approves the necessary payments to the supplier associated with this portion of the project, Exhibit # 10 E.

BE IT RESOLVED, that the Board of Education of Southwestern Oregon Community College District accepted the bid of \$72,392 from Koike Aronson Inc. for a Plate Pro Model 1500 Computer Numerically Controlled (CNC) Plasma cutting table as part of the welding and metal fabrication program's Community Based Job Training (CBJT) grant and approves the necessary payments to the supplier associated with this portion of the project, Exhibit # 10 F.

OLD BUSINESS

None presented.

NEW BUSINESS

REQUEST TO BORROW – CURRY CAMPUS, Exhibit # 12 A

Revised resolutions were distributed at the meeting. President Scott briefed the Board on the necessary revisions due to reallocation of Recovery Zone Economic Development Bonds and other issues concerning the excavation of rock from the construction site. An in-depth review of current debt and debts that are soon to be retired has been conducted. It was noted that the Foundation agreed to delay the third payment for the Newmark Lot indefinitely (\$100,000).

M04/10-3

Julie Kremer's motion to *adopt the resolution prepared by bond counsel for financing the costs of the construction of the Curry Campus facilities, as presented*, was seconded by Cherie Mitchell. Upon call for the vote, the **MOTION PASSED** unanimously.

AUDITOR OF RECORD, Exhibit # 12 B

Copies of the resolution were included in the meeting materials.

Business Officer Ron Olson commented on the excellent working relationship that the College currently has with Hough, MacAdam, Wartnik and shared his concern with a long distance relationship with an auditor.

M04/10-4

Rick Howell's motion to *appoint Hough, MacAdam, Wartnik as the College Auditor of Record for an initial three-year contract with the option to renew for two more* was seconded by Harry Abel. Upon call for the vote, the **MOTION PASSED** unanimously.

TUITION, Exhibit # 12 C

Copies of the resolution were included in the meeting materials.

M04/10-5

Harry Abel's motion to *approve a \$4 per credit increase in the Tuition Per Credit Rate, effective summer term 2010*, was seconded by Rick Howell. Upon call for the vote, the **MOTION PASSED** unanimously.

FEES, Exhibit # 12 D

Copies of the resolution were included in the meeting materials.

M04/10-6

Cherie Mitchell's motion to *approve the changes in the Fee Schedule for the 2010-2011 academic year beginning summer 2010, as presented*, was seconded by Harry Abel. Upon call for the vote, the **MOTION PASSED** unanimously.

EXOFFICIO REPORTS

ASSOCIATED STUDENT GOVERNMENT

ASG President Cody Carlson briefed the Board on various activities and initiatives. He highlighted the discussions surrounding a recommended loading zone (passenger drop off) in Parking Lot #1 to assist with the traffic flow problem currently being experienced.

CLASSIFIED UNION

Classified President Wayne Chandler briefed the Board on various items including the recent AFT Convention in Sun River that several members attended, mediation, grievances, and his conversation with Senator Ron Wyden.

UNIT REPORTS

EXECUTIVE TEAM REPORTS

Instructional Services, Exhibit #14 A 1

Copies of the report were included in the meeting materials.

Integrated Technology Services, Exhibit #14 A 2

Copies of the report were included in the meeting materials.

Foundation, Exhibit # 14 A 3

Copies of the report were included in the meeting materials.

Student Services, Exhibit # 14 A 5

Copies of the report were included in the meeting materials.

Administrative Services, Exhibit # 14 A 6

Copies the report and hiring matrix were included in the meeting materials.

CORRESPONDENCE

CORRESPONDENCE/INFORMATION, Exhibits 15 A-C

The following correspondence items were included in the meeting materials:

- 07/22/10-07/23/10, OCCA Board Training "Nurturing and Sustaining Successful Boards"
- 11/04/10-11/16/10, Annual OCCA Conference "Taking Charge of Change"
- 04/15/10, *The World Link* article "College prez sez: Call us SWOCC"

ADJOURNMENT

Chair Bridgham adjourned the meeting at 9:10 p.m.

Respectfully submitted,

David Bridgham, Board Chair

Patty Scott, Clerk

Deb Nicholls, Recording Secretary

**SOUTHWESTERN OREGON COMMUNITY COLLEGE
BOARD OF EDUCATION
MEETING MINUTES**

January 25, 2010

ATTENDANCE

Board of Education/Staff (Quorum Present)

David Bridgham (Board Chair)
Lonny Anderson
Rick Howell (via phone)
Marcia Jensen
Cherie Mitchell (via video)

Deb Nicholls (Recording Secretary)

*Absent: Harry Abel
Julie Kremers*

Staff/ExOfficios

Patty Scott (President)
Cody Carlson
Wayne Chandler
James Chilson
Michele Ericson
Mike Herbert
Bridget Hildreth
Ron Hubbard
Trevor Hoppe
Kat Flores
Jeremy Jones
Bernadette Kapocias
Linda Kridelbaugh

Tony LaPlante
Val Martinez
Renee Menkens
Tom Nicholls
Ron Olson
Katie Paulson
Janet Pretti (via video)
Charles Slaughter
Karina Smith
Sharon Smith
John Speasl
Susan Walker
Lynne Whitley

Guests

Steven Brown
Danny Custer
Kevin Dubisar
Brianna George
Peggy Goergen
Donna Hockema

Kristoff Maxey
Kendra Nelson
Karen Pringle
Rachele Summerville
Lee VanPelt
Numerous students

CALL TO ORDER

Chair David Bridgham called the meeting to order at 5:05 p.m.

**RECESS INTO
EXECUTIVE
SESSION**

The Board recessed into Executive Session under ORS 192.660 (2) from 5:05 p.m. to 5:28 p.m.:

- (d) Labor Negotiations – The administrative negotiating team updated the Board on negotiation processes.
- (e) Property – The Board was updated on real properties in Curry County.
- (h) Legal Rights – Administration briefed the Board on a legal issue.
- (i) Personnel – Chair Bridgham briefed the Board on some work in progress with the labor attorney.

RECONVENED

Chair Bridgham reconvened the open session at 6:00 p.m.

AGENDA CHANGES

None made.

**PUBLIC
COMMENT**

Kristoff Maxey and numerous other students addressed the Board with a signed petition to keep Rocky the Raccoon the College mascot.

**INTRODUCTIONS /
PRESENTATIONS**

The following individuals were introduced to the Board:

- Student Athletes of the Month
 - January – Brianna George, Women’s Basketball
 - January – Lee VanPelt, Men’s Basketball
- Students of the Month
 - October – Donna Hockema
 - November – Rose Mattson (not in attendance)
- James Chilson, Programmer
- Rachele Summerville, Human Resources Director
- Tony LaPlante, CBJT Training Coordinator
- Michelle, Ericson, Cashier
- Lynne Whitely, Cashier
- Ron Hubbard, Dishwasher
- Michael Cole, First Stop Representative (not in attendance)
- Charles Slaughter, Custodian

INSTRUCTIONAL SERVICES REPORT

Title III Annual Report

Sharon Smith and Katie Paulson conducted a PPT presentation briefing the Board on Title III activities.

INTEGRATED TECHNOLOGY REPORT

What ITS Really Does – The Detail

Kat Flores conducted a PPT presentation briefing the Board on the complex work that IT performs behind the scenes to keep our systems functioning daily.

**BOARD REPORTS/
INFORMATION**

Important Dates/Items

Discussion occurred on several upcoming meetings.

BOARD OPERATIONS

Board Goal Progress, Exhibit 9 B 1

Chair Bridgham modified the progress to reflect that Karen Pringle visited with the Board in December and that Board members launched support for the Curry Campus Campaign at that time.

COLLEGE REPORTS

PRESIDENT’S REPORT

GoOregon Update, Exhibit # 10 A 1

Copies of the GoOregon project list update were included in the meeting materials. President Patty Scott briefed the Board on the various projects. The goal is to have all expenditures completed by June 2010.

Curry Campus Update

Scott reported that the College had received the deed. She briefed the Board on the February 4 Deed Transfer event scheduled in Brookings and mentioned that donations could now be made on the website. President Scott will be presenting a College update at the Brookings Economic Outlook Forum tomorrow morning and meeting again with District Superintendents and high school principals next week.

Financial Reports, Exhibits # 10 B 1-4

Copies of the financial reports were included in the meeting materials. Business Manager Ron Olson briefed the Board on the reports. Board Member Lonny Anderson inquired on the status of the December's financial statements.

Measures of Achievement (MA)

MA # 20, Fiscal: Enterprise Funds Activity, Exhibit # 10 C 1

Copies of the measure were included in the meeting materials. Olson briefed the Board on the activity.

Draft 2010-2011 Budget Calendar, Exhibit # 10 D

Copies of the draft calendar were distributed at the meeting. Vice President Linda Kridelbaugh briefed the Board on the process occurring on campus as she meets with all staff to keep them abreast of the situation. She mentioned that the state had frozen travel. Therefore, the budget law workshop was not scheduled in our area as in the past. However, discussions have occurred on sponsoring a workshop in our area by assisting with travel expenses.

Hough, MacAdam and Wartnik has agreed to allow Joe Colo to hold two budgeting workshops on campus as well.

CONSENT AGENDA

Consent Agenda, Exhibits # 11 A-C

Copies of the items were included in the meeting materials.

M01/10-1

Marcia Jensen's motion to ***approve the Consent Agenda, as presented***, was seconded by Lonny Anderson. Upon call for the vote, the ***MOTION PASSED*** unanimously.

BE IT RESOLVED, that the Board of Education of Southwestern Oregon Community College District reviewed and approved the meeting minutes dated December 14, 2009, Exhibit # 11 A.

BE IT RESOLVED, that the Board of Education of Southwestern Oregon Community College District revised the borrowing agreement with Umpqua Bank to a Tax and Revenue Anticipation Note (Taxable), Series 2010 (the Note) pursuant to ORS 287A.180, not to exceed an aggregate principal amount of \$4,860,000, to meet working capital needs for the 2010 calendar year, Exhibit # 11 B.

BE IT RESOLVED, that the Board of Education of Southwestern Oregon Community College District accepted the bid of \$279,300 from Tom Gayewski Construction for roofing for Dellwood, Coaledo, Prosper and Tioga as part of the GoOregon Deferred Maintenance projects and approves the necessary payments to the contractor associated with the project, Exhibit # 11 C 1.

BE IT RESOLVED, that the Board of Education of Southwestern Oregon Community College District approved a \$275,000 maximum bid for a three-part project of 1) resurfacing the roadway from parking lot A to the Newmark Center corner, 2) creating a sidewalk using the islands in parking lot A with painted cross-walks, and 3) re-constructing the walkway on the south-side of Dellwood Hall to be ADA compliant with a bridge over the creek as part of the GoOregon Deferred Maintenance projects and approve the necessary payments to the contractor associated with the project, Exhibit # 11 C 2.

OLD BUSINESS

Mission Statement and Core Themes, Exhibit # 12 A

Copies of the revised College Mission Statement with core themes were included in the meeting materials. Vice President Val Martinez briefed the Board on the discussions that occurred with opportunity for input from all levels of campus personnel and Board.

M01/10-2

Marcia Jensen's motion to *adopt the revised Mission Statement and accompanying core themes to align the College and Mission to the newly adopted NWCCU Accreditation Standards and reflect a clearly articulated purpose, clearly-defined operational parameters and the foundational guiding principles of the College, as presented*, was seconded by Lonny Anderson. Upon call for the vote, the **MOTION PASSED** unanimously.

Acceptance of Curry Land Deed, Exhibit # 12 B

Copies of the resolution to accept the deed from U.S. Borax and to delegate signing authority on the deed to the college president were included in the meeting materials. President Scott briefed the Board on recent meetings and upcoming events planned.

M01/10-3

Cherie Mitchell's motion to *accept the deed from U. S. Borax for approximately 10 acres on the Lone Ranch Development for the purpose of building Curry Campus and delegate signing authority on the deed to the college president with sincere gratitude to Borax* was seconded by Rick Howell. Upon call for the vote, the **MOTION PASSED** unanimously.

NEW BUSINESS

Health & Science Building Timing Options

President Scott briefed the Board on various options. Southwestern is currently fourth on the capital construction list in the 2011 session. However, discussions have occurred about postponing the Health & Science building project until the 2013 session. Postponement would allow staff's main focus to be on the current campaign (Curry Campus), while providing two more years to work on the \$7 million match needed.

The Board's consensus was to direct the president to postpone the project until the 2013 session, but continue to work toward the match needed.

Scott informed the Board that plans are to view our current facilities to determine what equipment, etc. could go to the new building.

EXOFFICIO REPORTS

FACULTY SENATE

Faculty Senate Chair Bruce Locker reported that the Faculty Climate Survey had been repeated this year and that he hoped to have something tangible to present to the Board at the February meeting. Locker expressed the faculty's appreciation to be involved in the Associate Dean interviews and commended Martinez for the professional process that was followed.

FACULTY UNION

Faculty Union President Bernadette Kapocias reported that both unions worked together on a food drive that exceeded their goal of 1 ton by 1.5 tons!

STUDENT GOVERNMENT

ASG President Cody Carlson briefed the Board on various activities.

John Speasl reported that the sound system went out during the national anthem at last weekend's basketball game, but was amazed how the kids and crowd continued singing the song.

CLASSIFIED UNION

Classified Union President Wayne Chandler reported on the union members attending winter school this coming weekend.

**INFORMATION/
EXECUTIVE TEAM
REPORTS**

Student Services, Exhibit # 15 A 2

Copies of the report were distributed at the meeting.

Administrative Services, Exhibit # 15 A 3

Copies the report and hiring matrix were included in the meeting materials.

Instructional Services, Exhibit #15 A 4

Copies of the report were included in the meeting materials.

Integrated Technology Services, Exhibit #15 A 5

Copies of the report were included in the meeting materials.

Foundation, Exhibit # 15 A 6

Copies of the report were included in the meeting materials.

ADJOURNMENT

Chair Bridgham adjourned the meeting at 7:38 p.m.

Respectfully submitted,

David Bridgham, Board Chair

Patty Scott, Clerk

Deb Nicholls, Recording Secretary

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Vision / Mission Statements

VISION STATEMENT

Southwestern leads and inspires lifelong learning
(Adopted June 26, 2006)

MISSION STATEMENT

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

(Adopted January 25, 2010)

CORE THEMES: (Adopted April 26, 2010)

- Access
- Learning and Achievement
- Innovation and Sustainability
- Community Engagement

[Vision and Mission Statement, Core Values and Themes](#) (101 KB)

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Meeting Materials

The following materials will be considered at the next Southwestern Oregon Community College Board of Education meeting(s). *Please note that the links will not work until the documents are prepared and available to the public, which is usually one week prior to the meeting.* For further information or questions, please contact Deb Nicholls at 541-888-7400.

Meeting Notices and Meeting Packet(s)

[12-12-11 Work Session Agenda](#) (221 KB)[12-12-11 Work Session Meeting Notice](#) (51 KB)

Work Session

Date: Monday, December 12, 2011**Time:** 4:00 PM**Location:** Oregon Coast Culinary Institute, 1988 Newmark Ave., Coos Bay, Oregon

Joint Work Session with Foundation Board

Date: Monday, December 12, 2011**Time:** 5:30 PM**Location:** Oregon Coast Culinary Institute, 1988 Newmark Ave., Coos Bay, Oregon

Past Meeting Materials

[11-28-11 Meeting Packet-2](#) (5.0 MB)[11-03-11 Sewage Resolution](#) (13 KB)[10-24-11 Meeting Packet](#) (4.8 MB)[09-26-11 Meeting Packet](#) (7.3 MB)[07-28 and 29-11 Board Packet](#) (2.8 MB)[06-27-11 Meeting Packet](#) (5.2 MB)[05-23-11 Meeting Packet](#) (6.7 MB)[05-09-11 Budget Meeting Packet](#) (326 KB)[05-09-11 Enterprise Fund Supplement](#) (253 KB)[05-09-11 General Fund Supplement](#) (624 KB)[05-09-11 Internal Services Supplement](#) (155 KB)[05-09-11 FY11-12 Budget Document](#) (2.8 MB)[04-25-11 Meeting Packet REVISED](#) (2.4 MB)[04-04-11 Work Session Packet](#) (1.4 MB)[03-28-11 Meeting Packet-2](#) (1.9 MB)[02-28-11 Meeting Packet](#) (7.5 MB)[01-24-11 Meeting Packet](#) (6.5 MB)[11-22-10 Meeting Packet-2](#) (2.5 MB)[10-25-10 Meeting Packet](#) (5.2 MB)[10-11-10 Meeting Packet](#) (71 KB)[09-27-10 Meeting Packet](#) (1.5 MB)[07-10-10 Meeting Packet](#) (1.1 MB)

[06-28-10 Meeting Packet](#) (3.6 MB)
[06-07-10 Meeting Packet](#) (604 KB)
[06-07-10 Approved FY10 Budget](#) (2.4 MB)
[05-24-10 Meeting Packet](#) (2.6 MB)
[05-10-10 Budget Committee Meeting Packet](#) (730 KB)
[04-26-10 Meeting Packet](#) (3.4 MB)
[03-15-10 Meeting Packet](#) (3.7 MB)
[02-22-10 Meeting Packet](#) (3.2 MB)
[01-25-10 Meeting Packet](#) (2.3 MB)
[12-14-09 Meeting Packet](#) (595 KB)
[11-23-09 Regular Packet](#) (2.5 MB)
[10-26-09 Regular Meeting Packet](#) (3.9 MB)
[09-14-09 Work Session Meeting Packet](#) (274 KB)
[09-14-09 Regular Meeting Packet](#) (4.9 MB)
[08-31-09 Conference Call Meeting Packet](#) (85 KB)
[08-06-09 Conference Call Meeting Packet](#) (165 KB)
[08-01-09 Regular Meeting Packet](#) (5.5 MB)
[08-01-09 Executive Session Packet](#) (289 KB)
[08-01-09 Board Retreat College History Presentation](#) (6.3 MB)
[07-31-09 and 08-01-09 Retreat Packet](#) (274 KB)
[07-31-09 Organizational Packet](#) (453 KB)
[07-15-09 Conference Call Packet](#) (184 KB)
[06-22-09 Budget Hearing and Regular Meeting Packet](#) (3.0 MB)
[06-01-09 Regular Meeting Packet](#) (332 KB)
[06-01-09 Budget Committee Packet](#) (391 KB)
[05-18-09 Regular Session Packet](#) (3.0 MB)
[04-27-09 Regular Meeting Packet](#) (2.3 MB)
[04-27-09 Work Session Packet](#) (299 KB)
[04-13-09 Special Meeting Packet](#) (1.1 MB)
[03-30-09 Regular Session Packet](#) (13.3 MB)
[02-23-09 Regular Packet](#) (12.5 MB)
[01-26-09 Regular Meeting Packet REVISED](#) (1.7 MB)
[12-08-08 Additional Meeting Materials](#) (557 KB)
[11-24-08 Regular Meeting Packet](#) (1.3 MB)
[10-15-08 Special Meeting Packet](#) (1.9 MB)
[10-04-08 Regular Packet](#) (1.1 MB)
[10-03 and 04-08 Retreat Packet](#) (4.5 MB)
[09-18-08 Special Meeting Packet](#) (820 KB)
[09-08-08 Work Session Packet](#) (291 KB)
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[07-28-08 Regular Meeting Packet](#) (4.6 MB)
[07-01-08 Special Conference Call Meeting Packet](#) (393 KB)
[06-23-08 Regular Meeting Packet](#) (1.6 MB)
[06-23-08 Additional Meeting Materials](#) (161 KB)
[06-23-08 2008-2009 Approved Budget Part 1](#) (9.6 MB)
[06-23-08 2008-2009 Approved Budget Part 2](#) (12.9 MB)
[06-23-08 2008-2009 Approved Budget Part 3](#) (12.5 MB)
[06-03-08 Budget Meeting Packet](#) (668 KB)
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[2008-2009 Recommended Budget Part 1](#) (10.5 MB)
[2008-2009 Recommended Budget Part 2](#) (9.8 MB)
[2008-2009 Recommended Budget Part 3](#) (8.2 MB)
[05-19-08 Regular Session Packet Part 1](#) (314 KB)
[05-19-08 Regular Session Packet Part 2](#) (16.7 MB)
[05-19-08 Regular Session Packet Part 3](#) (5.9 MB)
[05-19-08 Regular Session Packet Part 4](#) (1.3 MB)
[05-19-08 Additional Materials Distributed at the Meeting](#) (8.6 MB)
[05-12-08 Budget Committee Meeting Packet](#) (745 KB)
[03-28-11 Meeting Packet](#) (1.9 MB)
[11-22-10 Meeting Packet](#) (2.5 MB)
[05-12-08 Additional materials added at the meeting](#) (107 KB)



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[04-28-08 Regular Meeting Packet](#) (13.4 MB)

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[02-28-08 Regular Meeting Packet](#) (991 KB)

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Board of Education Meeting Minutes

To access approved Southwestern Board of Education meeting minutes, click on the meeting date below. NOTE: Archived minutes are on file with the President's Office.

Meeting Minutes Archives

- [2011 Board Meeting Minutes](#)
- [2010 Board Meeting Minutes](#)
- [2009 Board Meeting Minutes](#)
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Southwestern's Board of Education

Citizens of the college district are represented in all aspects of the college operation by the Board of Education - seven men and women elected by the residents of the college district. The Board, assisted by five ex-officio Board members representing the students, faculty, classified and administrative staff, determines the policies to be administered by the college President. A seven-member, appointed Budget Committee assists the Board with annual budget preparation.

Board of Education Communications to Campus

- [12-15-09 Email to Campus re: Permanent Leadership](#) (58 KB)
- [10-16-08 Email communication re: Interim President](#) (27 KB)
- [07-30-08 Communication from Chair Anderson re OSBA Facilitation Process](#) (8 KB)
- [06-09-08 Letter to Campus from the Board of Education](#) (142 KB)

Announcements

Upcoming Board Meeting (s)

- Monday, December 12, 2011, 4:00 p.m. (Work Session) - OCCl
- Monday, December 12, 2011, 6:00 p.m. (Joint Session with Foundation Board) - OCCl
- Monday, January 23, 2012, 6:00 p.m. (Regular meeting) - Tioga Hall, Room 505

Board Address

Board of Education
1988 Newmark Ave.
Coos Bay, OR 97420

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Southwestern Oregon Community College

Board of Education



BOARD POLICIES

December 18, 1995
Revised: June 2001
Revised: February 2003
Revised: February 2004
Revised: April 2006
Revised: February 2007
Revised: May 2008

**Southwestern Oregon Community College
Board Policies**

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SOUTHWESTERN OREGON COMMUNITY COLLEGE BOARD POLICIES

SECTION I

GOVERNANCE PROCESS

BP 101: STATEMENT OF GOVERNANCE

The Southwestern Board of Education will govern Southwestern Oregon Community College by defining institutional values, leading the institution through policy-based governance, and developing strategies for the future.

BP 102: BOARD VISION

(Adopted June 26, 2006)

Southwestern leads and inspires lifelong learning.

BP 103: GOVERNING STYLE

The Southwestern Oregon Community College Board will be actively involved in the governance of the College. The Board will govern in a style that accentuates an outward vision or focus. Members of the Board will encourage diversity of viewpoints, strategic leadership, collective or consensus decision making, be future oriented, and proactive rather than reactive.

Specifically, Board Members will:

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. Not allow any officer, individual or committee of the Board to hinder or usurp the Board's commitment to its civic trust.
4. Conduct business in a collaborative manner.

SOUTHWESTERN OREGON COMMUNITY COLLEGE BOARD POLICIES

5. The development of Board of Education annual goals will encourage information sharing and collaboration by community members, elected officials, and state and national representatives and organizations.
6. Be responsible for Board performance.
 - A. Provide self-discipline to matters such as policy-making principles, adherence to ethical practices, respect of roles, and the Board interaction agreement.
 - B. Evaluate and monitor the Board by:
 - 1) Conducting an annual review of Board governance process policies.
 - 2) Developing a Board orientation for new members. Conducting periodic Board discussions to identify ways to improve the process.
 - 3) Complying with relevant laws and ethical codes of conduct.
 - 4) Conduct an annual review of board effectiveness.
7. Value and use the expertise of individual Board Members to enhance the ability and performance of the Board as a whole.

BP 104: BOARD JOB DESCRIPTION

1. Primary Purpose

The Board of Education is composed of seven members, elected at-large by the residents of the College District, each serving four-year terms of office. Members of the Southwestern Board of Education look toward the future and represent the public trust. The Board of Education and Southwestern Oregon Community College are subject to the provisions of the Constitution of the State of Oregon and the Oregon Revised Statutes.

2. Board Role

The role of the Board of Education is to direct, oversee and encourage the College through the expression of policies. Board policies will be statements of values and approaches that address statutory requirements and boundaries of prudence and ethics to be observed by the Board and the College.

- A. As a representative of the public trust, members of the Southwestern Board of Education will:
 - 1) Provide a connection between the College and the people living in the Southwestern Oregon Community College District (the owners).

SOUTHWESTERN OREGON COMMUNITY COLLEGE BOARD POLICIES

- 2) Develop and update broad Board policies to address Vision Statements, Executive Limitations, the Governance Process, and Board-President Relationships.
- 3) Evaluate presidential performance.
- 4) Serve as a proactive voice to influence state and federal legislation that will enable the College to achieve its stated ends.
- 5) Support financial resource development and compliance with fiduciary responsibilities as required by state statutes and the Oregon Constitution.
- 6) Participate in educational, state, regional and/or national meetings to enhance the Board's ability to serve effectively.

B. Recommended Knowledge, Skills and Abilities

- 1) An understanding of the comprehensive community college concept and knowledge of the community and its values. The ability and willingness to stay current regarding the needs of the community, students, and the programs that serve them.
- 2) An ability to communicate the needs of the College and community at local, state and federal levels.
- 3) The knowledge to provide community college leadership and the ability to foster positive community support for the College.

BP 105: PROFESSIONAL DEVELOPMENT PLANS

Board Members will be encouraged to participate in state and national professional development opportunities annually.

BP 106: BOARD OFFICERS

Board elections for officers are held annually in July.

BP 107: BOARD CHAIR ROLE

To preside at all meetings of the Board of Education and preserve the integrity of the Board's process. The Board Chair will:

1. Preside at all meetings with all of the commonly accepted powers associated, e.g., ruling, recognizing.
 - A. The Board Chair may call special, executive and emergency meetings as required.

SOUTHWESTERN OREGON COMMUNITY COLLEGE BOARD POLICIES

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 discussion 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.
 - A. 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 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.
 - A. The 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.
6. The Board Chair, Vice-Chair or designee will be appointed by the Board to coordinate the evaluation of the College President.
7. The Board Vice-Chair will preside and approve and sign documents in the absence of the Chair.

BP 108: BOARD COMMITTEE STRUCTURE

A Board 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, will determine the purpose of the committee, committee limits and committee authority.

SOUTHWESTERN OREGON COMMUNITY COLLEGE BOARD POLICIES

BP 109: 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 will not interfere with the delegation from the Board to the President.
3. Board committees will not be used to monitor organizational performance.
4. Board committees cannot exercise authority over the College staff or the President.
5. Board committees will 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.

BP 110: BOARD STRATEGIC PLAN

The Board of Education will develop annual and long-range goals based in part on the College's Strategic Plan.

BP 111: BOARD CODE OF CONDUCT

Southwestern Oregon Community College Board of Education expects ethical conduct of itself and its members. This includes proper use of authority, appropriate decorum in a group, and appropriate individual behavior when acting as members of the Board of Education.

1. Board Members will maintain non-conflicting loyalty to the interests of the College District (ownership). This accountability supersedes any conflicting loyalty to any special interest groups.
2. Board Members must avoid any conflict of interest with respect to their fiduciary responsibility.
 - A. There must be no self-dealing or any conduct of private business or personal services between any Board Member and the organization except as procedurally controlled to assure openness, competitive opportunity and equal access to information.

SOUTHWESTERN OREGON COMMUNITY COLLEGE BOARD POLICIES

- B. Board Members must not use their positions to obtain employment at the College for themselves, family members or close associates.
 - C. Board Members must comply with the Oregon Government Standards and Practices laws for public officials (potential and actual conflicts of interest).
3. Board Members shall exercise authority over the College, the College President, and/or personnel only as explicitly set forth in Board policies.
 4. Board Members are elected or appointed from a diverse population to at-large positions to represent the College District as a whole.
 5. Board Members, when communicating with the public, will keep in mind the vision and mission of the College. Board Members will not represent their individual opinions as the consensus of the entire Board.
 6. Board Members will maintain confidentiality regarding deliberations, which occur in Executive Sessions.
 7. Board Members will be reimbursed for all Board-College related travel. The College does not pay for meals, lodging or other costs associated with persons accompanying the Board Members.

BP 112: BOARD INTERACTION AGREEMENT

1. As members of the Southwestern Board of Education, each Board Member agrees to discuss any problems or concerns with the focus of the Board, a meeting process, or a discussion at the current meeting.
 - A. Expressing differences of opinions is a healthy component during Board deliberations as long as any concerns or opinions are expressed during the discussion phase and not after the item has been discussed, set aside or acted upon already. Differences of opinion shall not be brought up privately with one or two other Board Members following a decision by the Board.
 - B. If a Board Member has a concern or is in disagreement on a major issue, it is the responsibility of the Board Member to voice their opinion or express their concerns during that Board meeting so that the item can be either resolved or deferred. If additional information is needed, the Board Member shall request that discussion be deferred until a later date. Board Members shall be specific if additional information or investigation is wanted and whether or not the item should be placed on the next meeting's agenda or a future meeting agenda.

<p>SOUTHWESTERN OREGON COMMUNITY COLLEGE BOARD POLICIES</p>
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- C. Board Members shall clarify priorities and suggest strategies and processes for accomplishing those priorities.
 - D. Board Members shall make suggestions for the next meeting agenda during the current meeting so that needed information can be developed.
2. Each Board Member will fully participate and be involved with Board activities to achieve a high level of Board functioning.
 3. Once the Board of Education has decided on a direction or made a decision, every member of the Board of Education shall support that direction or decision even if they didn't vote for that direction as an individual.
 - A. Once a policy or direction has been set, the staff is empowered to act within the boundaries of that policy or directive.
 - B. The Board can monitor the effectiveness of the action according to expected outcomes and review the decision, but this is based on outcomes not personal preferences.
 4. The Board Chair is selected based on the time, desire, availability, experience, and major challenges during the upcoming year.
 - A. The Board of Education will develop a job description for the Board Chair outlining duties, responsibilities and limitations.
 5. The Board of Education will develop an orientation process for new Board of Education members (*see Section V, Board Orientation Process, BP 501*).

BP 113: BOARD OPERATIONS

The Board of Education will operate in a consistent manner, following the policies of the Board and, unless otherwise noted, adhere to the following operational proceedings. The Board of Education derives its organization and authority from the Oregon Revised Statutes, Chapter 341, Community Colleges. 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, the Rules and Regulations of the Oregon Board of Education and the policies of the Board of Education.

1. The Board normally meets at 6:00 p.m. and adjourns after a period of three hours, unless a motion to continue is approved by the majority vote of the Board. If necessary, Executive Session deliberations will be scheduled at 5:00 p.m.

<p>SOUTHWESTERN OREGON COMMUNITY COLLEGE BOARD POLICIES</p>
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- A. Executive Sessions will be held in accordance with Oregon Statutes.
 - 1) The news media may be excluded from Executive Sessions called to carry on labor negotiations, but will be allowed to attend other Executive Sessions.
 - 2) The Board of Education will not take any final action or make final decisions while meeting in an Executive Session.
 - B. At the annual organizational meeting, to be held as part of the July Board meeting, the Board will select the designated meeting dates for the College's fiscal year.
 - C. The Clerk of the Board will provide public meeting notice of the time and place of Board meetings at least four days prior to the regular meeting.
 - D. Special meetings of the Board of Education will be called by either the Board of Education Chair or the Vice-Chair in the absence of the Chair. Written notice of the special meeting will be prepared by the Clerk of the Board at least 24 hours prior to the meeting.
 - E. An emergency meeting will be called by either the Board Chair or Vice-Chair in the absence of the Chair only for actual emergencies. Board Members, the media and interested persons will be notified of the emergency meeting by phone, electronic mail, or facsimile.
- 2. At the annual organizational meeting in July, the Board of Education selects a Board Chair, Vice-Chair, OCCA Representatives, Foundation Representatives and chairs of standing committees. The Board of Education will also appoint the Clerk and Deputy Clerk of the College District.
 - 3. During the annual budget review process, the Board will convene the District Budget Committee in accordance with Oregon Budget Law and ORS 294.
 - 4. The Board will review all contracts over the amount of \$25,000 prior to the award (*ORS 279.055*).
 - 5. The Board will be informed of new or revised Administrative Procedures after the process of campus open hearings.
 - 6. The Board agenda will be developed by the Board Chair, with input from Board Members and the College President.
 - A. The Board requires material to be presented to the President for consideration by the President and the Board Chair for the agenda at least nine working days prior to the scheduled date of the meeting.

SOUTHWESTERN OREGON COMMUNITY COLLEGE BOARD POLICIES

- B. Additions or modifications to the official agenda can be made by a Board Member, the Board Clerk or an Ex-Officio member in the order of business when the Chair calls for agenda changes.
 - 1) The Board Chair will ask if any items should be moved from the Consent Agenda to another category.
 - 2) At the oral request of a Board Member, the College President, or an Ex-Officio member, a Consent Agenda item will be moved to another category.
 - C. The Board of Education values citizen participation, but reserves the right to take partial testimony, limit debate or take whatever actions are necessary to offer a fair hearing to an individual within the time necessary to complete the published agenda. Requests from citizens-at-large for additions to the agenda must be submitted to the Clerk of the Board at least nine working days prior to a scheduled meeting.
 - D. Requests for additions to the official agenda by visitors attending a meeting of the Board will be allowed by an affirmative vote of the majority of the Board Members.
- 7. The naming of buildings, rooms, spaces or areas of Southwestern Oregon Community College will be at the discretion of the Board of Education.
 - 8. Board Members, individually or collectively, will refer all criticisms, complaints regarding the College and suggestions called to his or her attention about the College to the College President for review, investigation and/or recommendation.
 - 9. Board Members are obligated to be present, punctual and prepared for meetings.

BP 114: POLICY REQUIREMENTS

Board policy will include appropriate and/or required policies to meet federal and state laws, regulations and program requirements.

- 1. It is the policy of the Board of Education that no one will be excluded from participation, denied benefits, or subjected to discrimination or harassment in any activity of the College because of cultural orientation, religion, gender, ethnicity, political affiliation, marital status, parental status, veteran status, disability, age or sexual orientation. It is the policy of the Board of Education that the College maintains an environment that is free of harassment.
- 2. Southwestern Oregon Community College is committed to providing equal education opportunities.

SOUTHWESTERN OREGON COMMUNITY COLLEGE BOARD POLICIES

3. Southwestern Oregon Community College is committed to providing equal employment opportunities.
4. Compliance with the Americans with Disability Act is a priority of Southwestern Oregon Community College.

BP 115: BOARD EVALUATIONS

The Board of Education will evaluate:

1. Board Policies
2. Board Governance Process
3. Board and Presidential Annual Goals
4. Presidential Performance
5. Board Performance

BP 116: BOARD VACANCIES

When a vacancy occurs on the Board of Education of the Southwestern Oregon Community College District, the remaining members of the Board of Education will meet and appoint a person to fill the vacancy until the next regular district election, at which time a successor will be elected by the qualified voters to serve for the remainder of the unexpired term. The successor will take office on July 1, following the date of the elections (*ORS 341.335*).

1. The Board of Education will seek applications from qualified voters in the College District.
2. Board Members will interview applicants in open public sessions.

SECTION II

BOARD-PRESIDENT RELATIONSHIP

BP 201: DELEGATION TO THE PRESIDENT

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

1. All authority and accountability of the staff is delegated through the College President.
2. The Board of Education will direct the College President to achieve specific results through the development of a Strategic Plan and Presidential Goals (*see Section III, Executive Limitations*).
3. As long as the College President follows reasonable interpretation of the Board's Executive Limitation policies, the College President is authorized to establish procedures, make decisions, take action, and develop activities that are consistent with Board policies.
4. The President shall support Board requests for communication and information, except where prohibited by rules of confidentiality.
5. Decisions of the Board are binding upon the College President.
6. The College President has the right to refuse requests for information if, in the President's judgment, an excessive amount of staff time or funds, would be required to fill the request.

BP 202: MONITORING PRESIDENTIAL PERFORMANCE

The Board is responsible for establishing policies and delegating the implementation of those policies to the College President. The College President's performance will be considered synonymous with the organizational performance of the College as a whole and in compliance with the articles of the President's contract (*see Section III, Executive Limitations*).

1. Compliance with policy will be monitored in the following manner:
 - A. Internal Reporting: Routine disclosure of information to the Board of Education from the President (e.g., institutional data collection, benchmark reports, financial statements, etc.).

SOUTHWESTERN OREGON COMMUNITY COLLEGE BOARD POLICIES

- B. Reporting: Information from external auditor, inspector, judge, committees, community and/or staff requested by the Board will be used to measure the performance of the College President in reference to the policies of the Board.
- C. Implementation and deployment of the College Strategic Plan.

BP 203: EMERGENCY EXECUTIVE SUCCESSION

In order to protect the Board from the sudden loss of presidential services, the Vice President of Administrative Services and Vice President of Instruction and Student Services will be familiar with Board and Presidential issues, policies and processes.

BP 204: APPOINTMENT OF ACTING PRESIDENT

In the event that the College President will be absent from the campus for periods in excess of 30 consecutive working days, the Board of Education will appoint an Acting President.

SECTION III

EXECUTIVE LIMITATIONS

BP 301: PRESIDENTIAL CODE OF CONDUCT

The College 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 law.

BP 302: TREATMENT OF PEOPLE

Dealings with students, staff, faculty and persons from the community will be based upon Southwestern's stated Core Values.

BP 303: FINANCIAL PLANNING BUDGET

1. A budget for any fiscal year or the remaining part of any fiscal year shall not:
 - A. Risk fiscal jeopardy.
 - B. Be unrealistic in projections of income and expenses.
 - C. Effect the budget until approved by the Board of Education.

SOUTHWESTERN OREGON COMMUNITY COLLEGE BOARD POLICIES

2. Accordingly, the College President shall not:
 - A. Present a budget document that contains insufficient information, fails to separate capital and operational items, or is in noncompliance with Oregon Budget Law.
 - B. Approve or authorize the expenditure of more funds than are projected to be available during that fiscal year.
 - C. Authorize the borrowing of funds in excess of \$500,000 at any one time from a lending agency and in no event beyond the end of the current fiscal budget year.
 - D. Authorize a loan in excess of \$200,000 from the General Fund to the Financial Aid Fund without a federal letter of credit or for a period of time not to exceed 60 days.
 - E. Fail to provide in the College budget an appropriate amount for Board prerogatives, including but not limited to Board Member development, training and travel.
 - F. Propose budget impact resolutions without providing adequate budgetary documentation.

BP 304: FINANCIAL CONDITION

The Board of Education requires that the College President be mindful of the College's ongoing financial health and not cause or allow the development of fiscal jeopardy. Therefore, the College President shall not:

1. Allow cash on hand to drop below the amount needed to settle payroll and debts in a timely manner.
2. Indebt the College in an amount greater than can be repaid by certain, otherwise unencumbered revenues within 60 days, except by Board-approved conditions.
3. Fail to advise the Board of negative or positive financial trends.
4. Authorize the expenditure of funds exceeding \$25,000 without the prior approval of the Board of Education.

BP 305: ASSET PROTECTION

The College President shall not allow College assets to be unprotected, inadequately maintained nor unnecessarily risked. Accordingly, the College President shall not:

1. Fail to provide adequate insurance to protect the College's assets.
2. Allow unbonded personnel access to funds in excess of \$10,000.

SOUTHWESTERN OREGON COMMUNITY COLLEGE BOARD POLICIES

3. Fail to protect electronic and paper files from misuse.
4. Fail to provide an updated three-year physical plant maintenance schedule to the Board of Education every year.

BP 306: COMPENSATION AND BENEFITS

With respect to employment, compensation and/or benefits to employees, consultants, contract workers and volunteers, the College President may not circumvent current established hiring and compensation procedures.

BP 307: COMMUNICATION AND COUNSEL TO THE BOARD

The College President shall not permit the Board to be uninformed. Accordingly, the College President shall not:

1. Fail to keep the Board informed of relevant trends, anticipated adverse media coverage, information that has political implications, and/or other material internal or external factors that affect the College or the Board.
2. Fail to submit operational monitoring data within a 60-day time period.
3. Fail to deal with the Board as a whole regarding official business except when:
 - A. Fulfilling individual members' requests for information.
 - B. Responding to officers or committees duly charged by the Board.

SECTION IV

STATUTORY REQUIREMENTS

BP 401: STATUTORY REQUIREMENTS

The Board of Education will comply with Chapter 341 of the Oregon Revised Statutes and all other appropriate federal, state and accrediting statutory regulations.

SECTION V

BOARD ORIENTATION PROCESS

BP 501: BOARD ORIENTATION PROCESS

1. Introduction

Incoming Board Members should receive an orientation within 30 days of taking office.

2. Statutory Organization and Authority

New Board Members will be informed of Oregon Revised Statutes concerning community colleges, public meetings, and other applicable laws.

3. Board Members will be provided with:

- A. *A Guide to the Election and Appointment of Community College Trustees* from the Association of Community College Trustees
- B. Current ORS and other publications as needed
- C. *Conducting School Board Meetings* from the Oregon School Boards Association
- D. Government Standards and Practices Rules and Regulations
- E. College handouts regarding Board Membership and privileges
- F. A current College catalog
- G. The opportunity to attend the OSBA new board member orientation

4. College Mission (*see College catalog*)

5. Policy Based Governance

- A. Board Governance Process (*see Section I, Governance Process*)
 - 1) Board Job Description
 - 2) Board Committees
 - 3) Board Strategic Plan
 - 4) Board Interaction Agreement

SOUTHWESTERN OREGON COMMUNITY COLLEGE BOARD POLICIES

- B. Board-President Relationships (*see Section II, Board-President Relationship*)
 - 1) Delegation to President
 - 2) Monitoring Presidential Performance
 - C. Executive Limitations (*see Section III, Executive Limitations*)
 - D. Vision Statement (*see Section I, Governance Process, Board Vision*)
 - E. The Executive Assistant will provide the following support material:
 - 1) *Boards That Make a Difference* by John Carver
 - 2) *A New Vision of Board Leadership* by John Carver and Miriam Mayhew
 - 3) *The Community College Story* by George B. Vaughan
 - 4) Southwestern Oregon Community College Board Policies
 - 5) Copies of Board Minutes from the preceding six months
6. College Administration and Personnel
- A. The President's Office will provide and discuss: the current College catalog, personnel staffing summary, and a Southwestern organizational chart.
 - B. Administrators will discuss personnel and current status of labor relationships.
 - C. The Executive Assistant will provide Board Members with:
 - 1) The Faculty and Classified Federation Agreements
 - 2) Correspondence from the College President to the Board of Education from the preceding six months
7. College Finances
- A. The College President will discuss community college funding and the budget process. The current year budget document will be provided.
 - B. Board Members will be given a copy of the latest Financial Aid Annual Report.

SOUTHWESTERN OREGON COMMUNITY COLLEGE BOARD POLICIES

8. Academic Programs

The College offers the following programs, details of which can be found in the College catalog:

- A. Lower Division Transfer
- B. Professional Technical Education
- C. Extended Learning
- D. International Education

9. College Facilities

Board Minutes and presidential correspondence will reflect the current status of College facilities.

SECTION VI

BOARD POLICY APPROVAL PROCESS

BP 601: BOARD POLICY APPROVAL PROCESS

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



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Live Link as of February 1, 2012: <http://www.socc.edu/board/bb/bm~doc/2005---board-goals.pdf>



BOARD POLICY

BP: 2005

BOARD GOALS

The Board will develop annual and long-range goals based, in part, on the College's Strategic Plan and will then form a semi-annual self-evaluation of that progress.

END OF POLICY

Legal Reference(s):
[ORS 341.290\(2\)](#)

DATE OF ADOPTION: 02/28/11
DATE(S) OF REVISION(S):
DATE OF LAST REVIEW:



BOARD POLICY

BP: 2016

BOARD ELECTIONS

Number of Directors

The Board will 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 2011, and every four years thereafter
- Position No. 2: Spring 2013, and every four years thereafter
- Position No. 3: Spring 2011, and every four years thereafter
- Position No. 4: Spring 2013, and every four years thereafter
- Position No. 5: Spring 2013, and every four years thereafter
- Position No. 6: Spring 2011, and every four years thereafter
- Position No. 7: Spring 2013, and every four years thereafter

END OF POLICY

Legal Reference(s):

[ORS 249.013](#)

[ORS 255.012, .075, .235, .245, .335](#)

[ORS 341.287, .327, .331, .339, .356, .290\(2\)](#)

DATE OF ADOPTION: 02/28/11

DATE(S) OF REVISION(S):

DATE OF LAST REVIEW:

BP: 2020**BOARD ETHICS AND CONFLICTS OF INTEREST**

No Board member will use his/her official position or office to obtain personal financial benefit or to avoid financial detriment for him or herself, relatives, household members or for any business with which the Board member, household member or a relative is associated.

This prohibition does not apply to any part of an official compensation package, honorarium allowed by ORS 244.042, reimbursement of expenses, or unsolicited awards of professional achievement. Further, this prohibition does not apply to gifts from one without a legislative or administrative interest. Nor does it apply if the gift is under the annual \$50 gift limit from one who has a legislative or administrative interest in the College. College-provided meals at board meetings are acceptable under the reimbursement of expenses exception.

Conflicts of Interest

“Business” means any corporation, partnership, proprietorship, enterprise, association, franchise, firm, organization, self-employed individual or any legal entity operated for economic gain. This definition excludes any income-producing tax exempt 501(c) not-for-profit Corporation with which a public official or a relative of the public official is associated only as a member or board director or in a non-remunerative capacity. “Business with which a Board member or relative is associated” means any private business or closely held corporation of which a Board member or relative is a director, officer, owner, employee or agent or any private business or closely held corporation in which a Board member or relative owns or has owned stock, another form of equity interest, stock options or debt instruments worth \$1,000 or more at any point in the preceding year; any publicly held corporation in which a Board member or relative owns or has owned \$100,000 or more in stock or another form of equity interest, stock options or debt instruments at any point in the preceding calendar year; or any publicly held corporation of which a Board member or relative is a director or officer.

“Relative” in the *conflict of interest context* is defined as a Board member’s spouse or domestic partner brothers, sisters, spouses of siblings, and parents of a Board member or of spouse; an individual for whom the Board member has a legal support obligation; or any individual for whom the Board member provides benefits arising from the Board member’s public employment or from whom the Board member receives benefits arising from that individual’s employment.

“Member of the household” means any person who resides with the public official.

No Board member will solicit or receive, either directly or indirectly, any pledge or promise of future employment based on any understanding that the Board member’s vote, official action or judgment would be thereby influenced. No Board member will attempt to use or use for personal gain any confidential information gained through his/her official position or association with the College. A Board member will respect individuals’ privacy rights when dealing with confidential information gained through association with the College.

If a Board member participates in the authorization of a public contract, the Board member may not have a direct beneficial financial interest in that public contract for two years after leaving the Board. Individual Board members and the Board as a public entity are bound by the Code of Ethics for public officials as stated in Oregon law.

1. Potential Conflict of Interest

“Potential conflict of interest” means any action or any decision or recommendation by a Board member that could result in a financial benefit or detriment for self or relatives or for a business with which the Board member or relatives are associated, unless otherwise provided by law.

A Board member must publicly declare a potential conflict of interest. A Board member may, after declaring his/her potential conflict of interest, either vote or abstain on the issue. Abstaining from a vote does not meet the legal requirement of publicly stating a potential conflict.

2. Actual Conflict of Interest

“Actual conflict of interest” means any action or any decision or recommendation taken by a Board member that would result in a financial benefit or detriment to self or relatives or for any business with which the Board member or relatives are associated, unless otherwise provided by law. A Board member must publicly declare an actual conflict of interest. The Board member may not vote lawfully if an actual conflict of interest exists unless a vote is needed to meet a minimum requirement of votes to take official action. Such a vote does not allow the Board member to participate in any discussion or debate on the issue out of which an actual conflict arises.

3. Class Exception

It will not be a conflict of interest if the Board member’s action would affect to the same degree a class consisting of all inhabitants of the state, or a smaller class consisting of an industry, occupation or other group including one of which or in which the person, or the person’s relative or business with which the person or the person’s relative is associated, is a member or is engaged. For example, if a Board member’s spouse is a member of the collective bargaining unit, the Board member may vote to approve the contract, as it will affect all members of that class to the same degree.

Gifts

Board members are public officials and therefore will not solicit or accept a gift or gifts with an aggregate value in excess of \$50 from any single source in a calendar year that has a legislative or administrative interest in the College. All gift related provisions apply to the Board member, their relatives, and members of their household. The \$50 gift limit applies separately to the Board member, and to the Board member’s relatives or members of household, meaning that the Board member and each member of their household and relative can accept up to \$50 each from the same source/gift giver.

1. “Gift” means something of economic value given to a Board member without valuable consideration of equivalent value, which is not extended to others who are not public officials on the same terms and conditions.
2. "Relative" *in the gift context* means the spouse of the Board member; the domestic partner of the Board member; any children of the Board member or of the Board member's spouse; siblings, spouses of siblings or parents of the Board member or of the Board member's spouse; any individual for whom the Board member has a legal support obligation; or any individual for whom the Board member provides benefits arising from the Board member's public employment or from whom the Board member receives benefits arising from that individual's employment.
3. "Member of the household" means any person who resides with the Board member.

Determining the Source of Gifts

Board members should not accept gifts in any amount without obtaining information from the gift giver as to who is the source of the gift. It is the Board member’s personal responsibility to ensure that no single source provides gifts exceeding an aggregate value of \$50 in a calendar year, if the source has a legislative or administrative interest in the College. If the giver does not have a legislative/administrative interest, the ethics rules on gifts do not apply and the Board member need not keep track of it, although they are advised to do so anyway in case of a later dispute.

Determining Legislative and Administrative Interest

A legislative or administrative interest means an economic interest distinct from that of the general public, in any action subject to the decision or vote of a person acting in the capacity of a Board member. For example, everyone within a county has a general interest in the fire department, but the person who sells the uniforms to the fire department has a legislative/administrative interest in the fire department that is distinct from the general public.

Determining the Value of Gifts

The fair market value of the merchandise, goods, or services received will be used to determine benefit or value. "Fair market value" is the dollar amount goods or services would bring if offered for sale by a person who desired, but was not obligated, to sell and purchased by one who is willing, but not obligated, to buy. Any portion of the price that was donated to charity, however, does not count toward the fair market value of the gift if the Board member does not claim the charitable contribution on personal tax returns. Below are acceptable ways to calculate the fair market value of a gift:

1. In calculating the per person cost at receptions or meals the payor of the Board member's admission or meal will include all costs other than any amount donated to a charity. For example, a person with a legislative or administrative interest buys a table for a charitable dinner at \$100 per person. If the cost of the meal was \$25 and the amount donated to charity was \$75, the benefit conferred on the Board member is \$25. This example requires that the Board member does not claim the charitable contribution on personal tax returns.
2. For receptions and meals with multiple attendees, but with no price established to attend, the source of the Board member's meal or reception will use reasonable methods to determine the per person value or benefit conferred. The following examples are deemed reasonable methods of calculating value or benefit conferred:
 - a. The source divides the amount spent on food, beverage and other costs (other than charitable contributions) by the number of persons whom the payor reasonably expects to attend the reception or dinner;
 - b. The source divides the amount spent on food, beverage and other costs (other than charitable contributions) by the number of persons who actually attend the reception or dinner; or
 - c. The source calculates the actual amount spent on the Board member.
3. Upon request by the Board member, the source will give notice of the value of the merchandise, goods, or services received.
4. Attendance at receptions that qualify as an exception to the gift definition is permitted without regard to the fair market value of the food and beverage provided.

Value of Unsolicited Tokens or Awards: Resale value

Board members may accept unsolicited tokens or awards that are engraved or are otherwise personalized items. Such items are deemed to have a resale value under \$25 (even if the personalized item cost the source more than \$50), unless the personalized item is made from gold or some other valuable material that would have value over \$25 as a raw material.

Entertainment

Board members may not solicit or accept any gifts of entertainment from any single source in a calendar year that has a legislative or administrative interest in the College unless:

1. The entertainment is incidental to the main purpose of another event (i.e. a band playing at a reception). Entertainment that involves personal participation is not incidental to another event (such as a golf tournament at a conference); or
2. The Board member is acting in their official capacity for a ceremonial purpose.
3. A Board member appears at an entertainment event for a "ceremonial purpose" when the source of the entertainment requests the presence of the Board member at a special occasion associated with the entertainment. Examples of an appearance by a Board member at an entertainment event for a ceremonial purpose include throwing the first pitch at a baseball game, appearing in a parade and ribbon cutting for an opening ceremony.

Exceptions

The following are exceptions to the ethics rules on gifts.

1. Campaign contributions are not considered gifts under the ethics rules.
2. Gifts from “relatives” and “members of the household” are permitted in an unlimited amount; they are not considered gifts under the ethics rules.
3. Informational material, publications, or subscriptions related to the recipient’s performance of official duties.
4. Contributions made to a legal expense trust fund if certain requirements are met.
5. Food, lodging, and travel generally count toward the \$50 aggregate amount per year from a single source with a legislative/administrative interest, with the following exceptions:
 - a. Organized Planned Events. Board members are permitted to accept payment for travel conducted in the Board member’s official capacity, for certain limited purposes:
 - (1) Reasonable expenses (i.e. food, lodging, travel, fees) for attendance at a convention, factfinding mission or trip, or other meeting do not count toward the \$50 aggregate amount IF:
 - (a) The Board member is scheduled to deliver a speech, make a presentation, participate on a panel, or represent the College; AND
 - i) The giver is a unit of a:
 - a) Federal, state, or local government;
 - b) An Oregon or federally recognized Native American Tribe; OR
 - c) Non-profit corporation that receives less than 5 percent of its funding from a for-profit entity.
 - (b) The Board member is representing the College:
 - i) On an officially sanctioned trade-promotion or fact-finding mission; OR
 - ii) Officially designated negotiations or economic development activities *where receipt of the expenses is approved in advance by the Board.*
 - (2) The purpose of this exception is to allow Board members to attend organized, planned events and engage with the members of organizations by speaking or answering questions, participating in panel discussions or otherwise formally discussing matters in their official capacity. This exception to the gift definition does not authorize private meals where the participants engage in discussion.
 6. Food or beverage, consumed at a reception, meal, or meeting IF held by an organization and IF the Board member is at the event to give a speech or answer questions as part of a scheduled program. “Reception” means a social gathering. Receptions are often held for the purpose of extending a ceremonial or formal welcome and may include private or public meetings during which guests are honored or welcomed. Food and beverages are often provided, but not as a plated, sit-down meal.
 7. Food or beverage consumed by Board member acting in an official capacity in the course of financial transactions between the public body and another entity described in ORS 244.020(5)(b)(I)(I).
 8. Waiver or discount of registration expenses or materials provided to Board member at a continuing education event that the Board member may attend to satisfy a professional licensing requirement.

Honoraria

A Board member may not solicit or receive, whether directly or indirectly, honoraria for the Board member or any member of the household of the Board member if the honoraria are solicited or received in connection with the official duties of the Board member.

The honoraria rules do not prohibit the solicitation or receipt of an honorarium or a certificate, plaque, commemorative token or other item with a value of \$50 or less; or the solicitation or receipt of an honorarium for services performed in relation to the private profession, occupation, avocation or expertise of the Board member or candidate.

END OF POLICY

Legal Reference(s):

[ORS 162.015 to-162.035](#)

[ORS 162.405 to-162.425](#)

[ORS 244.010 to-244.400](#)

[ORS 332.055](#)

[ORS 659A.006](#)

[OAR 199-005-0005 to-199-020-0020](#)

DATE OF ADOPTION: 02/28/11

DATE(S) OF REVISION(S):

DATE OF LAST REVIEW:



BOARD POLICY

BP: 2035

BOARD POLICY DEVELOPMENT

The Board 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 will 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 will furnish 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)(1), (2)

DATE OF ADOPTION: 02/28/11

DATE(S) OF REVISION(S):

DATE OF LAST REVIEW:

Live Link on February 1, 2012:

<http://www.socc.edu/board/bb/bm~doc/2038---board-policy-review.pdf>



BOARD POLICY

BP: 2038

BOARD POLICY REVIEW

To keep written policies current and relevant, the Board will annually review and update its policies as needed.

The Board also will 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\(1\)\(1\)](#)

DATE OF ADOPTION: 02/28/11

DATE(S) OF REVISION(S):

DATE OF LAST REVIEW:

Live Link as of February 1, 2012: <http://www.socc.edu/board/bb/bm~doc/2060---board-member-standards-of-conduct.pdf>



BOARD POLICY

BP: 2060

BOARD MEMBER STANDARDS OF CONDUCT

The Board expects ethical conduct of itself and its members. This includes proper use of authority, appropriate decorum in a group, and appropriate individual behavior when acting as members of the Board.

1. Board members will maintain non-conflicting loyalty to the interests of the College district (ownership). This accountability supersedes any conflicting loyalty to any special interest groups.
2. Board members must avoid any conflict of interest with respect to their fiduciary responsibility.
 - a. There must be no self-dealing or any conduct of private business or personal services between any Board member and the organization except as procedurally controlled to assure openness, competitive opportunity, and equal access to information.
 - b. Board members must not use their positions to obtain employment at the College for themselves, family members, or close associates.
 - c. Board members must comply with the Oregon Government Ethics Commission laws for public officials (potential and actual conflicts of interest).
3. Board members shall exercise authority over the College, the College President, and/or personnel only as explicitly set forth in Board policies.
4. Board members are elected from a diverse population to at-large positions to represent the College district as a whole.
5. Board members, when communicating with the public, will keep in mind the vision, mission and values of the College.
6. Board members will not represent their individual opinions as the consensus of the entire Board.
7. Board members will maintain confidentiality regarding deliberations, which occur in executive sessions.
8. Board members will be reimbursed for all Board-College related travel. The College does not pay for meals, lodging or other costs associated with persons accompanying Board members.

END OF POLICY

Legal Reference(s):
[ORS 162.015 - .035](#)
[ORS 162.405 - .425](#)

BP: 3010**CHIEF EXECUTIVE OFFICER**

The College President is the Chief Executive Officer of the College and is the Board'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.

1. All authority and accountability of the staff is delegated through the President.
2. The Board will direct the President to achieve specific results through the development of a Strategic Plan and Presidential Goals.
3. As long as the President follows the Board's policies, the President is authorized to establish procedures, make decisions, take action, and develop activities that are consistent with Board policies and directives.
4. The President shall support Board requests for communication and information, except where prohibited by rules of confidentiality.
5. Decisions of the Board are binding upon the President.
6. The President has the right to invoice for reasonable costs for information requests from individual Board members if, in the President's judgment, an excessive amount of staff time or funds would be required to fill the request.
7. 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 law.
8. Dealings with students, staff, and persons from the community will be done with honesty, integrity and professional behavior and will be based on the College's Core Values, Mission and Vision statement.

END OF POLICY

Legal Reference(s):
ORS 341.290(1)

DATE OF ADOPTION: 02/28/11
DATE(S) OF REVISION(S):
DATE OF LAST REVIEW:

Live Link as of February 1, 2012:

<http://www.socc.edu/board/bb/bm~doc/4025---reproduction-of-all-copyrighted-materials.pdf>



BOARD POLICY

BP: 4025

REPRODUCTION OF ALL COPYRIGHTED MATERIALS

Among the facilities available to teachers in carrying out their educational assignments are a variety of machines for reproducing the written and spoken word, either in single or multiple copies.

Infringement on copyrighted material, whether prose, poetry, graphic images, music, audio tape, video or computer-programmed materials, is a serious offense against federal law and contrary to the ethical standards required of staff and students alike.

The Board therefore requires that all reproduction of copyrighted material be conducted strictly in accordance with applicable provisions of law. Unless otherwise allowed as "fair use" under federal law, permission must be acquired from the copyright owner prior to reproduction of material in any form. "Fair use" is not a rigidly defined term.

"Fair use" is based on the following standards:

1. The purpose and character of the use;
2. The nature of the copyrighted work;
3. The amount of and the substantiality of the portion used;
4. The effect of the use upon the potential market for, or value of, the copyrighted work.

If an individual questions the legality of duplicating materials, he/she should seek permission from the copyright holders.

The President will provide guidelines for the "fair use" of copyrighted materials that meet the requirements of Section 107 of the Copyright Act of 1976 and applicable amendments.

The President will establish administrative policies and procedures for determining the appropriate consequences should violations occur.

END OF POLICY

Legal Reference(s):

[ORS 341.290\(2\)](#)

Administrative Policies and Procedures:

[8.014](#)

Board Policies:

[5060](#)

DATE OF ADOPTION: 04/25/11

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DATE OF LAST REVIEW:

Live Link as of February 1, 2012:

<http://www.socc.edu/board/bb/bm~doc/4035---teaching-about-controversial-issues.pdf>



BOARD POLICY

BP: 4035

TEACHING ABOUT CONTROVERSIAL ISSUES

Issues in controversy, where they are properly a part of the course content, should not be avoided. A fair presentation of all points of view and an attitude on the part of the instructor which encourages students to evaluate critically and choose freely is within the best traditions of academic discourse and rigor within higher education.

END OF POLICY

Legal Reference(s):

[ORS 341.290\(2\)](#)

[OAR 589-008-0100\(1\)\(f\)](#)

DATE OF ADOPTION: 04/25/11

DATE(S) OF REVISION(S):

DATE OF LAST REVIEW:

BP: 4045

ALTERNATIVE STUDENT CREDIT

The College will establish rules for alternative means for students to earn college credit and guidelines for the acceptance of transfer credit, credit by examination, Credit for Prior Learning, and other non-SWOCC earned credit.

END OF POLICY

Legal Reference(s):

[ORS 326.051](#)

[OAR 589-007-0110](#)

Live Link as of February 1, 2012:

<http://www.socc.edu/board/bb/policies/section-6000/index.shtml>



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Live Link as of February 1, 2012:

<http://www.socc.edu/board/bb/bm~doc/6030---college-audit.pdf>



BOARD POLICY

BP: 6030

COLLEGE AUDIT

An audit of all College accounts will be made annually by an accountant selected by the Board. The audit examination will be conducted in accordance with minimum auditing standards established by the Secretary of State. The auditor will present the completed audit report to the Board annually.

The audit must be filed with the Secretary of State on or before December 31 of the year in which the audit is conducted. A copy of the audit will also be submitted to various other agencies as required.

END OF POLICY

Legal Reference(s):

[ORS 297.425](#)

[ORS 341.709](#)

[OAR 589-002-0800 and 589-002-0900](#)

Board Policies:

6031

DATE OF ADOPTION: 06/27/11
DATE(S) OF REVISION(S):
DATE OF LAST REVIEW:



BOARD POLICY

BP: 6031

APPOINTMENT OF BOARD CONSULTANTS

The Board will appoint consultants, which may include but not be limited to:

- Attorney
- Auditor
- Insurance Agent of Record
- Architect
- Labor Attorney

Consultants shall be appointed to advise the Board of Education and College President.

Initial appointments shall be for a period of three years. A second appointment may be approved for an additional two years for a total of five years. Appointments shall be made with a majority vote of the Board of Education at a Board meeting.

Contracts may be reopened by either party in October of any year. Before November 15th, either party may give notice to terminate the contract effective June 30th of the next year.

When an appointment is not extended, the Board of Education will direct the College President or his/her designee to prepare criteria for consultant services for Board of Education approval and to solicit proposals from firms or individuals desiring to provide consultant services.

This procedure does not prevent the Board of Education from taking action to revoke the appointment of a consultant at any time upon affirmative vote of five (5) members of the Board of Education at a Board meeting.

END OF POLICY

DATE OF ADOPTION: 06/27/11
DATE(S) OF REVISION(S):
DATE OF LAST REVIEW:

Live Link as of February 1, 2012:

<http://www.socc.edu/board/bb/bm~doc/6075---fundraising.pdf>



BOARD POLICY

BP: 6075

FUNDRAISING

The College is committed to an active program of fundraising such as grant writing, cash solicitation, and noncash gift solicitation. Fundraising efforts supplement the College's major revenue sources and allow for growth, innovation, and improved services.

Every effort should be made to provide a consistent message to potential donors to avoid duplication of donor contacts, ensure appropriate acknowledgment of gifts, and to comply with College policies and state and federal laws.

Short- and long-term implications of all fundraising activities should be carefully reviewed and approved by the President or designee, including donor restrictions, College matching requirements, and long-term funding after the external support ends.

END OF POLICY

Legal Reference(s):
[ORS 341.290\(2\), \(19\)](#)

DATE OF ADOPTION: 06/27/11
DATE(S) OF REVISION(S):
DATE OF LAST REVIEW:

Live Link as of February 1, 2012:

<http://www.socc.edu/board/bb/bm~doc/6080---bonded-or-insured-employees-and-officers.pdf>



BOARD POLICY

BP: 6080

BONDED OR INSURED EMPLOYEES AND OFFICERS

All College employees responsible for funds, fees, cash collections or inventory control will be bonded or insured for at least \$100,000 to protect the College against loss.

The College will pay the cost of such bonds.

END OF POLICY

Legal Reference(s):

[ORS 341.290\(2\)](#)

DATE OF ADOPTION: 06/27/11

DATE(S) OF REVISION(S):

DATE OF LAST REVIEW:

Live Link as of February 1, 2012:

<http://www.socc.edu/board/bb/bm~doc/7065---leaves-with-pay.pdf>



BOARD POLICY

BP: 7065

LEAVES WITH PAY

Leaves with pay will be granted to employees as outlined in Administrative Policies and Procedures.

Bargaining Unit Employees

Leaves with pay for employees subject to collective bargaining agreements shall be governed by the respective agreements; failing such provisions, administrative policies and procedures shall apply.

END OF POLICY

Legal Reference(s):

ORS 341.290 (2)

Administrative Policies and Procedures:

6.3.006

6.3.018

6.3.020

6.3.024

6.3.026

6.3.030

6.3.048

DATE OF ADOPTION: 06/27/11

DATE(S) OF REVISION(S):

DATE OF LAST REVIEW:



BOARD POLICY

BP: 7165

NONDISCRIMINATION AND NONHARASSMENT

The College is committed to providing an atmosphere that encourages individuals to realize their potential. The College prohibits unlawful discrimination based on race, color, religion, and ethnicity, use of native language, national origin, sex, sexual orientation, marital status, disability, veteran status, or age in any area, activity or operation of the College. In addition, the College complies with the Civil Rights Act of 1964 (as amended), related Executive Orders 11246 and 11375, Title IX of the Education Amendments Act of 1972, Sections 503 and 504 of the Rehabilitation Act of 1973, Americans with Disabilities Act of 1990 (as amended), USERRA – Uniformed Services Employment and Reemployment Rights Act, and all local and state civil rights laws. The prohibition against harassment or discrimination based on the use of native language does not require the College to offer classes in any language other than English.

Under this policy, the College is committed to equal opportunity in all of its programs, policies, procedures, and practices, and the College shall promote equal opportunity and treatment through application of this policy and other college efforts designed for that purpose.

Employees who cannot work on a given day of the week for a legitimate religious reason must communicate this to and obtain approval from their immediate supervisor.

Under the College's policy harassing or discriminatory behaviors will not be tolerated. Therefore, it is the responsibility of every member of the College community to strictly comply with this policy and any procedures directed by the President to implement the policy. Management and staff will be held accountable to take reasonable action to maintain work areas and educational environments free from conduct that causes, or reasonably could be considered to cause, intimidation, hostility, or discrimination. Any employee, supervisor, or manager who is made aware of an alleged incident of discrimination will take immediate action to bring the matter to the attention of the most appropriate management authority, who will take action pursuant to this policy and any applicable Administrative Policy and Procedure.

Any employee or student who believes they have been discriminated against or harassed by college employees, representatives or visitors, or employees who believe they have been discriminated against or harassed by students, are encouraged to file a complaint through the Vice President of Administrative Services, Equal Employment Officer/Affirmative Action Officer (EEO/AAO) or designee in Human Resources.

Students who believe they have been discriminated against or harassed by other students are encouraged to file a complaint with the Vice President of Instruction, or designee.

If the complainants do not feel comfortable reporting to the Vice President of Administrative Services (EEO/AAO) or the Vice President of Instruction, they should contact another member of Human Resources.

The President may establish additional procedures that implement this policy consistently across the district.

Definitions

1. Unlawful Discrimination
 - Different treatment of or denial of a benefit to a person because of the person's protected status. Harassment, defined below, is a form of discrimination.
2. Harassment
 - Verbal, visual or physical behavior that:
 - A. Can reasonably be perceived by the receiver(s) as unwelcome/offensive and refers in a demeaning way to characteristics of any of the groups listed in the policy statement above;
 - B. Creates a hostile or adverse work/educational environment; or
 - C. Subjects employees or students to different terms or conditions based on the characteristics listed in the policy statement. Examples of harassment may include, but are not limited to: comments, slurs, jokes,

symbols, innuendos, cartoons, pranks, physical harassment, etc., which are derogatory on the basis of characteristics listed in the policy statement.

D. The most common types of harassment are:

1) Sexual Harassment

Sexual advances, requests for sexual favors and other verbal or physical conduct of a sexual nature. The courts have interpreted the principles reflected in the EEOC guidelines as describing two principle types of sexual harassment:

a. Quid Pro Quo Cases Harassment used as a term or condition of employment or when specific academic or employment benefits are withheld as a means of coercing sexual favors. This type of harassment occurs when the party in the superior position of power uses his or her actual or apparent authority to hire, fire, discipline, promote, or otherwise affect an employee's benefits of employment or to make academic benefits contingent on desired responses to implied or overt overtones of a sexual or romantic nature.

b. Hostile Environment Cases

Harassment that creates a "poisoned" or "hostile" work or educational environment. In typical "hostile work environment" cases, a superior either creates or condones a work environment in which sexual harassment exists. A hostile environment can be caused by sexually demeaning jokes or remarks.

2) Sex-Based Harassment

A behavior that degrades, denigrates, ridicules, and/or is physically abusive of an employee/student because of his or her perceived gender or sexual orientation.

3) Racial Harassment

A behavior that denigrates, ridicules, and/or is verbally or physically abusive of an employee/student because of his or her perceived race.

4) Harassment Based on National Origin

A behavior that denigrates, ridicules, and/or is physically abusive of an employee/student because of his or her perceived ancestry, heritage or background identification.

Harassment can occur based on any protected status and all such harassment is prohibited by this policy.

Non-Retaliation Statement

The College respects the rights of our employees and students to raise harassment and discrimination concerns and to participate in investigations. We do not allow supervisors, managers, employees or others to retaliate against those who report harassment or discrimination, cooperate with investigations, testify in harassment proceedings or assist in enforcement of the harassment policy.

“Retaliation” is broadly construed and means any adverse action against an employee or student for opposing harassment or discrimination, participating in an investigation, etc. It may include any on-duty or off-duty, or off campus conduct that could discourage an employee or student from engaging in this type of protected activity. It includes overt actions such as changing a student’s grade, changing an employee’s job duties, refusing to work cooperatively with the person, or badmouthing the person to co-workers.

Employees are expected to promptly report concerns about retaliation to the Director of Human Resources, the Vice President of Administrative Services (EEO/AAO), or the Vice President of Instruction. Students should promptly report concerns about retaliation to the Vice President of Instruction or the Vice President of Administrative Services (EEO/AAO). A complaint alleging retaliation by the President should be reported to the Director of Human Resources, who will then refer the complaint to the Board.

If an employee or student is found to have violated this policy, appropriate disciplinary action up to and including immediate discharge, as well as other steps determined to be appropriate.

Complaint Procedure

Employees who feel that they are being harassed by another employee, including a supervisor or manager, have an affirmative obligation to immediately notify the Vice President of Administrative Services (EEO/AAO) or the Vice President of Instruction. A student who feels they are being harassed by another student, employee or third party may report this conduct to the Vice President of Administrative Services (EEO/AAO) or the Vice President of Instruction. A complaint alleging harassment by the President should be reported to the Director of Human Resources, who will then refer the complaint to the Board.

Employees and students are expected to report conduct that creates an offensive work or learning environment or interferes with work or learning; even it occurs off the job or off College premises. Likewise, Employees and students are expected to report harassment by a student, business visitor or other non-employee, whether it is directed toward the employee or student, or another employee or student.

There is both an informal and formal complaint procedure. The informal process is followed before any formal process begins unless the administration determines it is more appropriate to begin with the formal process.

The EEO/AAO or Vice President of Instruction, at their discretion, may enlist any assistance deemed necessary to resolve a complaint.

Any individual may initiate a discrimination or harassment complaint by contacting the EEO/AAO (for students, the Vice President of Instruction). The allegations will be examined for application of this policy. If the allegations do not implicate discrimination or harassment, the administration will notify the individual of any other applicable college policy or procedure for addressing the concerns. A record will be kept of the complaint or incident for the time period required by law.

If any of the College's representatives typically involved in processing a nondiscrimination and nonharassment policy complaint are or become the subject of the complaint, the following guidelines will be followed:

1. If the President is the subject of allegations of harassment or discrimination the complaint will go directly to the chair of the Board of Education.
2. If the EEO/AAO or any member of Human Resources is the subject of allegations of harassment or discrimination the complaint will go directly to the President.
3. If the complaint is against the Board of Education, the complaint falls outside the scope of this document and should be filed with the State of Oregon Affirmative Action Director.

STEP I: INFORMAL COMPLAINT PROCEDURE

The informal procedure is voluntary and creates an avenue to attempt to resolve the complaint through personal and cooperative meetings with the involved parties. If informal means do not resolve the complaint, the complainant has the option of filing a formal complaint.

- A. Complaints within the scope of the Nondiscrimination and Nonharassment Policy must be addressed to the Vice President of Administrative Services (EEO/AAO) or Vice President of Instruction either in writing using the harassment/discrimination informal complaint report.
- B. Complaints must be made within a maximum of sixty (60) days after a disputed action.
- C. After receiving an informal complaint, the Vice President of Administrative Services (EEO/AAO) or Vice President of Instruction or his or her designee will:
 1. Meet with the complainant and determine the nature of the complaint.
 2. Explain the informal complaint procedure and develop an action plan.
 3. Attempt to resolve the complaint by meeting with the complainant, any individual accused of discrimination or harassment, college officials, and anyone else involved. These meetings will be informal, and unless all parties agree in writing, neither the complainant nor the College will be represented by an attorney.
- D. Informal complaints will be conducted in a prompt and equitable manner in attempting to resolve complaints alleging action prohibited under this policy.
- E. Complainants may skip the Informal Complaint Procedure and file a formal complaint which will be handled under the Formal Complaint Procedure.

STEP II: FORMAL COMPLAINT PROCEDURE

- A. If the complaint is not resolved informally or if it begins under the Formal Complaint Procedure, the complainant must prepare a written statement, using appropriate forms, describing the basis of the claim and a summary of the facts which are alleged to constitute discrimination or harassment.
- B. The Vice President of Administrative Services (EEO/AAO) or Vice President of Instruction or designee will meet with the complainant to learn more about the complaint. The Vice President of Administrative Services (EEO/AAO) or Vice President of Instruction will determine whether the Nondiscrimination and Nonharassment Policy is applicable.
- C. If the complaint alleges behavior that is prohibited by the Nondiscrimination and Nonharassment Policy, the Vice President of Administrative Services (EEO/AAO) or Vice President of Instruction, or designee shall notify the person against whom the complaint has been made. Before meeting with a person against whom the complaint has been made the College will provide a summary outlining the complaint. The Vice President of Administrative Services (EEO/AAO) or

Vice President of Instruction, or designee, shall objectively investigate the allegations, interview witnesses, and review any supporting documentation. All parties involved have the right to have another person present as a witness during interviews.

- D. Information concerning an investigation is generally considered confidential and will be disclosed only if required by law. The College may keep the names of witnesses and complainants confidential when, in the discretion of the College, doing so is necessary for the protection of the student or employee.
- E. Complainants, respondents and witnesses are expected to fully cooperate with any investigation. If the complainant refuses to cooperate, the complaint will be deemed withdrawn. If the respondent or employees identified as witnesses refuse to cooperate, it will be considered a violation of college policy. Failure of an accused student to attend a scheduled conference, without good cause and prior notification or a verifiable emergency, will constitute a waiver of the student's right to participate and appeal further
- F. After completing the investigation, the Vice President of Administrative Services (EEO/AAO) or Vice President of Instruction, or designee shall prepare a draft report to be discussed with the appropriate manager, the direct supervisor, or the appropriate academic administrator, describing the complaint, the results of the investigation, and the suggested remedy, if any. The final report will be submitted to the President, with a summary sent to the involved parties.
- G. The Vice President of Administrative Services (EEO/AAO) or Vice President of Instruction, or designee will strive to complete the investigation and the report within sixty (60) college business days of the receipt of the complaint. If circumstances warrant an extension of the sixty (60) day deadline, the complainant and the respondent will be notified.

In cases where allegations are proved to be without foundation, no record of the allegations or the investigation would be included in the personnel or student file of the accused.

STEP III: DECISION BY THE APPROPRIATE EXECUTIVE OFFICER

- A. Step III only comes into effect in the event that the investigator concludes that the allegations are substantiated. The Vice President of Administrative Services (EEO/AAO) or Vice President of Instruction shall issue a written determination concerning the complaint. If appropriate, the decision should contain an outline of the actions proposed to remedy the situation.
- B. The Vice President of Administrative Services (EEO/AAO) or Vice President of Instruction will try to provide the written decision to the complainant and the respondent within ten (10) business days of the meeting with the complainant or of the complainant's decision not to meet.

STEP IV: APPEAL TO THE COLLEGE PRESIDENT

- A. A complainant may appeal a decision that finds the complaint unsubstantiated to the President by providing a written letter of appeal within fifteen calendar days of receipt of the summary report.
- B. The President or designee will review the appeal and any information the President deems necessary to determine if the investigation was fair and impartial and whether the findings are supported by facts. Within fifteen (15) business days of receiving a written appeal, the President or designee will respond to the complainant and provide a copy to the Vice President of Administrative Services (EEO/AAO) or Vice President of Instruction, the respondent, and any other appropriate personnel.
- C. The decision by the President is final, subject only to appeal pursuant to OAR 589-010-0100.

STEP V: APPEAL

The complainant may appeal the President's decision by writing to the Department of Community Colleges and Workforce Development commissioner pursuant to the Oregon Department of Education Administrative Rule OAR 589-010-0100.

Legal Reference(s):

[ORS 243.706](#)

[ORS 342.700, .704, .708, .850, .865](#)

[ORS 659.850](#)

[ORS 659A.006, .029, .030](#)

[OAR 581-021-0038](#)

[OAR 584-020-0040](#)

[OAR 584-020-0041](#)

[OAR 589-010-0100](#)

Administrative Policies and Procedures:

[1.006F](#)

DATE OF ADOPTION: 06/27/11

DATE(S) OF REVISION(S):

DATE OF LAST REVIEW:

Southwestern Oregon Community College

Board of Education



BOARD POLICIES

December 18, 1995
Revised: June 2001
Revised: February 2003
Revised: February 2004
Revised: April 2006
Revised: February 2007
Revised: May 2008

**Southwestern Oregon Community College
Board Policies**

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SOUTHWESTERN OREGON COMMUNITY COLLEGE BOARD POLICIES

SECTION I

GOVERNANCE PROCESS

BP 101: STATEMENT OF GOVERNANCE

The Southwestern Board of Education will govern Southwestern Oregon Community College by defining institutional values, leading the institution through policy-based governance, and developing strategies for the future.

BP 102: BOARD VISION

(Adopted June 26, 2006)

Southwestern leads and inspires lifelong learning.

BP 103: GOVERNING STYLE

The Southwestern Oregon Community College Board will be actively involved in the governance of the College. The Board will govern in a style that accentuates an outward vision or focus. Members of the Board will encourage diversity of viewpoints, strategic leadership, collective or consensus decision making, be future oriented, and proactive rather than reactive.

Specifically, Board Members will:

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. Not allow any officer, individual or committee of the Board to hinder or usurp the Board's commitment to its civic trust.
4. Conduct business in a collaborative manner.

SOUTHWESTERN OREGON COMMUNITY COLLEGE BOARD POLICIES

5. The development of Board of Education annual goals will encourage information sharing and collaboration by community members, elected officials, and state and national representatives and organizations.
6. Be responsible for Board performance.
 - A. Provide self-discipline to matters such as policy-making principles, adherence to ethical practices, respect of roles, and the Board interaction agreement.
 - B. Evaluate and monitor the Board by:
 - 1) Conducting an annual review of Board governance process policies.
 - 2) Developing a Board orientation for new members. Conducting periodic Board discussions to identify ways to improve the process.
 - 3) Complying with relevant laws and ethical codes of conduct.
 - 4) Conduct an annual review of board effectiveness.
7. Value and use the expertise of individual Board Members to enhance the ability and performance of the Board as a whole.

BP 104: BOARD JOB DESCRIPTION

1. Primary Purpose

The Board of Education is composed of seven members, elected at-large by the residents of the College District, each serving four-year terms of office. Members of the Southwestern Board of Education look toward the future and represent the public trust. The Board of Education and Southwestern Oregon Community College are subject to the provisions of the Constitution of the State of Oregon and the Oregon Revised Statutes.

2. Board Role

The role of the Board of Education is to direct, oversee and encourage the College through the expression of policies. Board policies will be statements of values and approaches that address statutory requirements and boundaries of prudence and ethics to be observed by the Board and the College.

- A. As a representative of the public trust, members of the Southwestern Board of Education will:
 - 1) Provide a connection between the College and the people living in the Southwestern Oregon Community College District (the owners).

SOUTHWESTERN OREGON COMMUNITY COLLEGE BOARD POLICIES

- 2) Develop and update broad Board policies to address Vision Statements, Executive Limitations, the Governance Process, and Board-President Relationships.
- 3) Evaluate presidential performance.
- 4) Serve as a proactive voice to influence state and federal legislation that will enable the College to achieve its stated ends.
- 5) Support financial resource development and compliance with fiduciary responsibilities as required by state statutes and the Oregon Constitution.
- 6) Participate in educational, state, regional and/or national meetings to enhance the Board's ability to serve effectively.

B. Recommended Knowledge, Skills and Abilities

- 1) An understanding of the comprehensive community college concept and knowledge of the community and its values. The ability and willingness to stay current regarding the needs of the community, students, and the programs that serve them.
- 2) An ability to communicate the needs of the College and community at local, state and federal levels.
- 3) The knowledge to provide community college leadership and the ability to foster positive community support for the College.

BP 105: PROFESSIONAL DEVELOPMENT PLANS

Board Members will be encouraged to participate in state and national professional development opportunities annually.

BP 106: BOARD OFFICERS

Board elections for officers are held annually in July.

BP 107: BOARD CHAIR ROLE

To preside at all meetings of the Board of Education and preserve the integrity of the Board's process. The Board Chair will:

1. Preside at all meetings with all of the commonly accepted powers associated, e.g., ruling, recognizing.
 - A. The Board Chair may call special, executive and emergency meetings as required.

SOUTHWESTERN OREGON COMMUNITY COLLEGE BOARD POLICIES

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 discussion 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.
 - A. 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 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.
 - A. The 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.
6. The Board Chair, Vice-Chair or designee will be appointed by the Board to coordinate the evaluation of the College President.
7. The Board Vice-Chair will preside and approve and sign documents in the absence of the Chair.

BP 108: BOARD COMMITTEE STRUCTURE

A Board 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, will determine the purpose of the committee, committee limits and committee authority.

SOUTHWESTERN OREGON COMMUNITY COLLEGE BOARD POLICIES

BP 109: 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 will not interfere with the delegation from the Board to the President.
3. Board committees will not be used to monitor organizational performance.
4. Board committees cannot exercise authority over the College staff or the President.
5. Board committees will 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.

BP 110: BOARD STRATEGIC PLAN

The Board of Education will develop annual and long-range goals based in part on the College's Strategic Plan.

BP 111: BOARD CODE OF CONDUCT

Southwestern Oregon Community College Board of Education expects ethical conduct of itself and its members. This includes proper use of authority, appropriate decorum in a group, and appropriate individual behavior when acting as members of the Board of Education.

1. Board Members will maintain non-conflicting loyalty to the interests of the College District (ownership). This accountability supersedes any conflicting loyalty to any special interest groups.
2. Board Members must avoid any conflict of interest with respect to their fiduciary responsibility.
 - A. There must be no self-dealing or any conduct of private business or personal services between any Board Member and the organization except as procedurally controlled to assure openness, competitive opportunity and equal access to information.

SOUTHWESTERN OREGON COMMUNITY COLLEGE BOARD POLICIES

- B. Board Members must not use their positions to obtain employment at the College for themselves, family members or close associates.
 - C. Board Members must comply with the Oregon Government Standards and Practices laws for public officials (potential and actual conflicts of interest).
3. Board Members shall exercise authority over the College, the College President, and/or personnel only as explicitly set forth in Board policies.
 4. Board Members are elected or appointed from a diverse population to at-large positions to represent the College District as a whole.
 5. Board Members, when communicating with the public, will keep in mind the vision and mission of the College. Board Members will not represent their individual opinions as the consensus of the entire Board.
 6. Board Members will maintain confidentiality regarding deliberations, which occur in Executive Sessions.
 7. Board Members will be reimbursed for all Board-College related travel. The College does not pay for meals, lodging or other costs associated with persons accompanying the Board Members.

BP 112: BOARD INTERACTION AGREEMENT

1. As members of the Southwestern Board of Education, each Board Member agrees to discuss any problems or concerns with the focus of the Board, a meeting process, or a discussion at the current meeting.
 - A. Expressing differences of opinions is a healthy component during Board deliberations as long as any concerns or opinions are expressed during the discussion phase and not after the item has been discussed, set aside or acted upon already. Differences of opinion shall not be brought up privately with one or two other Board Members following a decision by the Board.
 - B. If a Board Member has a concern or is in disagreement on a major issue, it is the responsibility of the Board Member to voice their opinion or express their concerns during that Board meeting so that the item can be either resolved or deferred. If additional information is needed, the Board Member shall request that discussion be deferred until a later date. Board Members shall be specific if additional information or investigation is wanted and whether or not the item should be placed on the next meeting's agenda or a future meeting agenda.

<p>SOUTHWESTERN OREGON COMMUNITY COLLEGE BOARD POLICIES</p>
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- C. Board Members shall clarify priorities and suggest strategies and processes for accomplishing those priorities.
 - D. Board Members shall make suggestions for the next meeting agenda during the current meeting so that needed information can be developed.
2. Each Board Member will fully participate and be involved with Board activities to achieve a high level of Board functioning.
 3. Once the Board of Education has decided on a direction or made a decision, every member of the Board of Education shall support that direction or decision even if they didn't vote for that direction as an individual.
 - A. Once a policy or direction has been set, the staff is empowered to act within the boundaries of that policy or directive.
 - B. The Board can monitor the effectiveness of the action according to expected outcomes and review the decision, but this is based on outcomes not personal preferences.
 4. The Board Chair is selected based on the time, desire, availability, experience, and major challenges during the upcoming year.
 - A. The Board of Education will develop a job description for the Board Chair outlining duties, responsibilities and limitations.
 5. The Board of Education will develop an orientation process for new Board of Education members (*see Section V, Board Orientation Process, BP 501*).

BP 113: BOARD OPERATIONS

The Board of Education will operate in a consistent manner, following the policies of the Board and, unless otherwise noted, adhere to the following operational proceedings. The Board of Education derives its organization and authority from the Oregon Revised Statutes, Chapter 341, Community Colleges. 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, the Rules and Regulations of the Oregon Board of Education and the policies of the Board of Education.

1. The Board normally meets at 6:00 p.m. and adjourns after a period of three hours, unless a motion to continue is approved by the majority vote of the Board. If necessary, Executive Session deliberations will be scheduled at 5:00 p.m.

SOUTHWESTERN OREGON COMMUNITY COLLEGE BOARD POLICIES

- A. Executive Sessions will be held in accordance with Oregon Statutes.
 - 1) The news media may be excluded from Executive Sessions called to carry on labor negotiations, but will be allowed to attend other Executive Sessions.
 - 2) The Board of Education will not take any final action or make final decisions while meeting in an Executive Session.
 - B. At the annual organizational meeting, to be held as part of the July Board meeting, the Board will select the designated meeting dates for the College's fiscal year.
 - C. The Clerk of the Board will provide public meeting notice of the time and place of Board meetings at least four days prior to the regular meeting.
 - D. Special meetings of the Board of Education will be called by either the Board of Education Chair or the Vice-Chair in the absence of the Chair. Written notice of the special meeting will be prepared by the Clerk of the Board at least 24 hours prior to the meeting.
 - E. An emergency meeting will be called by either the Board Chair or Vice-Chair in the absence of the Chair only for actual emergencies. Board Members, the media and interested persons will be notified of the emergency meeting by phone, electronic mail, or facsimile.
- 2. At the annual organizational meeting in July, the Board of Education selects a Board Chair, Vice-Chair, OCCA Representatives, Foundation Representatives and chairs of standing committees. The Board of Education will also appoint the Clerk and Deputy Clerk of the College District.
 - 3. During the annual budget review process, the Board will convene the District Budget Committee in accordance with Oregon Budget Law and ORS 294.
 - 4. The Board will review all contracts over the amount of \$25,000 prior to the award (*ORS 279.055*).
 - 5. The Board will be informed of new or revised Administrative Procedures after the process of campus open hearings.
 - 6. The Board agenda will be developed by the Board Chair, with input from Board Members and the College President.
 - A. The Board requires material to be presented to the President for consideration by the President and the Board Chair for the agenda at least nine working days prior to the scheduled date of the meeting.

SOUTHWESTERN OREGON COMMUNITY COLLEGE BOARD POLICIES

- B. Additions or modifications to the official agenda can be made by a Board Member, the Board Clerk or an Ex-Officio member in the order of business when the Chair calls for agenda changes.
 - 1) The Board Chair will ask if any items should be moved from the Consent Agenda to another category.
 - 2) At the oral request of a Board Member, the College President, or an Ex-Officio member, a Consent Agenda item will be moved to another category.
 - C. The Board of Education values citizen participation, but reserves the right to take partial testimony, limit debate or take whatever actions are necessary to offer a fair hearing to an individual within the time necessary to complete the published agenda. Requests from citizens-at-large for additions to the agenda must be submitted to the Clerk of the Board at least nine working days prior to a scheduled meeting.
 - D. Requests for additions to the official agenda by visitors attending a meeting of the Board will be allowed by an affirmative vote of the majority of the Board Members.
- 7. The naming of buildings, rooms, spaces or areas of Southwestern Oregon Community College will be at the discretion of the Board of Education.
 - 8. Board Members, individually or collectively, will refer all criticisms, complaints regarding the College and suggestions called to his or her attention about the College to the College President for review, investigation and/or recommendation.
 - 9. Board Members are obligated to be present, punctual and prepared for meetings.

BP 114: POLICY REQUIREMENTS

Board policy will include appropriate and/or required policies to meet federal and state laws, regulations and program requirements.

- 1. It is the policy of the Board of Education that no one will be excluded from participation, denied benefits, or subjected to discrimination or harassment in any activity of the College because of cultural orientation, religion, gender, ethnicity, political affiliation, marital status, parental status, veteran status, disability, age or sexual orientation. It is the policy of the Board of Education that the College maintains an environment that is free of harassment.
- 2. Southwestern Oregon Community College is committed to providing equal education opportunities.

SOUTHWESTERN OREGON COMMUNITY COLLEGE BOARD POLICIES

3. Southwestern Oregon Community College is committed to providing equal employment opportunities.
4. Compliance with the Americans with Disability Act is a priority of Southwestern Oregon Community College.

BP 115: BOARD EVALUATIONS

The Board of Education will evaluate:

1. Board Policies
2. Board Governance Process
3. Board and Presidential Annual Goals
4. Presidential Performance
5. Board Performance

BP 116: BOARD VACANCIES

When a vacancy occurs on the Board of Education of the Southwestern Oregon Community College District, the remaining members of the Board of Education will meet and appoint a person to fill the vacancy until the next regular district election, at which time a successor will be elected by the qualified voters to serve for the remainder of the unexpired term. The successor will take office on July 1, following the date of the elections (*ORS 341.335*).

1. The Board of Education will seek applications from qualified voters in the College District.
2. Board Members will interview applicants in open public sessions.

SECTION II

BOARD-PRESIDENT RELATIONSHIP

BP 201: DELEGATION TO THE PRESIDENT

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

1. All authority and accountability of the staff is delegated through the College President.
2. The Board of Education will direct the College President to achieve specific results through the development of a Strategic Plan and Presidential Goals (*see Section III, Executive Limitations*).
3. As long as the College President follows reasonable interpretation of the Board's Executive Limitation policies, the College President is authorized to establish procedures, make decisions, take action, and develop activities that are consistent with Board policies.
4. The President shall support Board requests for communication and information, except where prohibited by rules of confidentiality.
5. Decisions of the Board are binding upon the College President.
6. The College President has the right to refuse requests for information if, in the President's judgment, an excessive amount of staff time or funds, would be required to fill the request.

BP 202: MONITORING PRESIDENTIAL PERFORMANCE

The Board is responsible for establishing policies and delegating the implementation of those policies to the College President. The College President's performance will be considered synonymous with the organizational performance of the College as a whole and in compliance with the articles of the President's contract (*see Section III, Executive Limitations*).

1. Compliance with policy will be monitored in the following manner:
 - A. Internal Reporting: Routine disclosure of information to the Board of Education from the President (e.g., institutional data collection, benchmark reports, financial statements, etc.).

SOUTHWESTERN OREGON COMMUNITY COLLEGE BOARD POLICIES

- B. Reporting: Information from external auditor, inspector, judge, committees, community and/or staff requested by the Board will be used to measure the performance of the College President in reference to the policies of the Board.
- C. Implementation and deployment of the College Strategic Plan.

BP 203: EMERGENCY EXECUTIVE SUCCESSION

In order to protect the Board from the sudden loss of presidential services, the Vice President of Administrative Services and Vice President of Instruction and Student Services will be familiar with Board and Presidential issues, policies and processes.

BP 204: APPOINTMENT OF ACTING PRESIDENT

In the event that the College President will be absent from the campus for periods in excess of 30 consecutive working days, the Board of Education will appoint an Acting President.

SECTION III

EXECUTIVE LIMITATIONS

BP 301: PRESIDENTIAL CODE OF CONDUCT

The College 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 law.

BP 302: TREATMENT OF PEOPLE

Dealings with students, staff, faculty and persons from the community will be based upon Southwestern's stated Core Values.

BP 303: FINANCIAL PLANNING BUDGET

1. A budget for any fiscal year or the remaining part of any fiscal year shall not:
 - A. Risk fiscal jeopardy.
 - B. Be unrealistic in projections of income and expenses.
 - C. Effect the budget until approved by the Board of Education.

SOUTHWESTERN OREGON COMMUNITY COLLEGE BOARD POLICIES

2. Accordingly, the College President shall not:
 - A. Present a budget document that contains insufficient information, fails to separate capital and operational items, or is in noncompliance with Oregon Budget Law.
 - B. Approve or authorize the expenditure of more funds than are projected to be available during that fiscal year.
 - C. Authorize the borrowing of funds in excess of \$500,000 at any one time from a lending agency and in no event beyond the end of the current fiscal budget year.
 - D. Authorize a loan in excess of \$200,000 from the General Fund to the Financial Aid Fund without a federal letter of credit or for a period of time not to exceed 60 days.
 - E. Fail to provide in the College budget an appropriate amount for Board prerogatives, including but not limited to Board Member development, training and travel.
 - F. Propose budget impact resolutions without providing adequate budgetary documentation.

BP 304: FINANCIAL CONDITION

The Board of Education requires that the College President be mindful of the College's ongoing financial health and not cause or allow the development of fiscal jeopardy. Therefore, the College President shall not:

1. Allow cash on hand to drop below the amount needed to settle payroll and debts in a timely manner.
2. Indebt the College in an amount greater than can be repaid by certain, otherwise unencumbered revenues within 60 days, except by Board-approved conditions.
3. Fail to advise the Board of negative or positive financial trends.
4. Authorize the expenditure of funds exceeding \$25,000 without the prior approval of the Board of Education.

BP 305: ASSET PROTECTION

The College President shall not allow College assets to be unprotected, inadequately maintained nor unnecessarily risked. Accordingly, the College President shall not:

1. Fail to provide adequate insurance to protect the College's assets.
2. Allow unbonded personnel access to funds in excess of \$10,000.

SOUTHWESTERN OREGON COMMUNITY COLLEGE BOARD POLICIES

3. Fail to protect electronic and paper files from misuse.
4. Fail to provide an updated three-year physical plant maintenance schedule to the Board of Education every year.

BP 306: COMPENSATION AND BENEFITS

With respect to employment, compensation and/or benefits to employees, consultants, contract workers and volunteers, the College President may not circumvent current established hiring and compensation procedures.

BP 307: COMMUNICATION AND COUNSEL TO THE BOARD

The College President shall not permit the Board to be uninformed. Accordingly, the College President shall not:

1. Fail to keep the Board informed of relevant trends, anticipated adverse media coverage, information that has political implications, and/or other material internal or external factors that affect the College or the Board.
2. Fail to submit operational monitoring data within a 60-day time period.
3. Fail to deal with the Board as a whole regarding official business except when:
 - A. Fulfilling individual members' requests for information.
 - B. Responding to officers or committees duly charged by the Board.

SECTION IV

STATUTORY REQUIREMENTS

BP 401: STATUTORY REQUIREMENTS

The Board of Education will comply with Chapter 341 of the Oregon Revised Statutes and all other appropriate federal, state and accrediting statutory regulations.

SECTION V

BOARD ORIENTATION PROCESS

BP 501: BOARD ORIENTATION PROCESS

1. Introduction

Incoming Board Members should receive an orientation within 30 days of taking office.

2. Statutory Organization and Authority

New Board Members will be informed of Oregon Revised Statutes concerning community colleges, public meetings, and other applicable laws.

3. Board Members will be provided with:

- A. *A Guide to the Election and Appointment of Community College Trustees* from the Association of Community College Trustees
- B. Current ORS and other publications as needed
- C. *Conducting School Board Meetings* from the Oregon School Boards Association
- D. Government Standards and Practices Rules and Regulations
- E. College handouts regarding Board Membership and privileges
- F. A current College catalog
- G. The opportunity to attend the OSBA new board member orientation

4. College Mission (*see College catalog*)

5. Policy Based Governance

- A. Board Governance Process (*see Section I, Governance Process*)
 - 1) Board Job Description
 - 2) Board Committees
 - 3) Board Strategic Plan
 - 4) Board Interaction Agreement

SOUTHWESTERN OREGON COMMUNITY COLLEGE BOARD POLICIES

- B. Board-President Relationships (*see Section II, Board-President Relationship*)
 - 1) Delegation to President
 - 2) Monitoring Presidential Performance
 - C. Executive Limitations (*see Section III, Executive Limitations*)
 - D. Vision Statement (*see Section I, Governance Process, Board Vision*)
 - E. The Executive Assistant will provide the following support material:
 - 1) *Boards That Make a Difference* by John Carver
 - 2) *A New Vision of Board Leadership* by John Carver and Miriam Mayhew
 - 3) *The Community College Story* by George B. Vaughan
 - 4) Southwestern Oregon Community College Board Policies
 - 5) Copies of Board Minutes from the preceding six months
6. College Administration and Personnel
- A. The President's Office will provide and discuss: the current College catalog, personnel staffing summary, and a Southwestern organizational chart.
 - B. Administrators will discuss personnel and current status of labor relationships.
 - C. The Executive Assistant will provide Board Members with:
 - 1) The Faculty and Classified Federation Agreements
 - 2) Correspondence from the College President to the Board of Education from the preceding six months
7. College Finances
- A. The College President will discuss community college funding and the budget process. The current year budget document will be provided.
 - B. Board Members will be given a copy of the latest Financial Aid Annual Report.

SOUTHWESTERN OREGON COMMUNITY COLLEGE BOARD POLICIES

8. Academic Programs

The College offers the following programs, details of which can be found in the College catalog:

- A. Lower Division Transfer
- B. Professional Technical Education
- C. Extended Learning
- D. International Education

9. College Facilities

Board Minutes and presidential correspondence will reflect the current status of College facilities.

SECTION VI

BOARD POLICY APPROVAL PROCESS

BP 601: BOARD POLICY APPROVAL PROCESS

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



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Board Policies

The Southwestern Board of Education will govern Southwestern Oregon Community College by defining institutional values, leading the institution through policy-based governance, and developing strategies for the future.

To read Southwestern Oregon Community College Board Policies, please click on the link below to download a PDF file. (NOTE: *The Board Policy Committee is currently reviewing and developing policies. Roll-out of said policies will occur throughout the academic year.*)

NOTE: Below are the current Policies. Please continue to refer to these until all of the others are adopted and migrated across. As migrated, the numbered sections replace the narrative form policies adopted in May 2008.

[Board Policies](#) (252 KB)

[Naming Policy \(approved by Board on 11/23/09\)](#) (52 KB)

[Section 1000 - The College](#)

[Section 2000 - The Board of Education](#)

[Section 3000 - Board and President Relationship](#)

[Section 4000 - Instructional Services](#)

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SOUTHWESTERN OREGON COMMUNITY COLLEGE
Board of Education
Retreat Meeting Minutes
July 28, 2011

CALL TO ORDER

Board of Education Chair David Bridgham called the meeting to order at 1:05 p.m. Members of the Board met in Tioga Hall, Room 505. Due and proper public meeting notice was provided.

ATTENDANCE

Board of Education (quorum present)

David Bridgham (Chair)
Harry Abel
Susan Anderson
Rick Howell
Marcia Jensen
Cherie Mitchell

Absent: Julie Kremers

Deb Nicholls (Recording Secretary)

Staff

Patty Scott (President)
Phill Anderson
Kat Flores
Linda Kridelbaugh

Tom Nicholls
Karen Pringle
Rachele Summerville

INTRODUCTIONS

DISCUSSIONS

Review Campus Unit Plans 2011-2014

President Patty Scott conducted a presentation on the historical overview of the institution and how to move forward to meet the needs of the College's changing demographics. Discussion occurred on the tracking of student intent/completion. It was noted that although the WebAdvisor online system doesn't allow for the capture of information as often as was available through hardcopy registrations, this information is tracked. A cultural shift in America is needed to strive for a greater educated society.

It was suggested that a community college SWOCC packet be given to all new parents at all district hospitals upon the birth of their child.

Set Priorities for Strategic Planning 2011-2014

Copies of the draft 2011-2012 Strategic Plan Annual Priorities were distributed at the meeting and modifications were made.

President Scott would like the Board to approve the draft priorities for the 2011-12 and 2012-13 academic years. The Board will be setting the priorities in July 2012 for the 2013-14 academic year.

Discussion occurred on marketing the use of campus facilities for civic organizations to hold 'special' – not regular meetings - on campus to expose community members to the institution and also provide an educational component from the College into their program. Also, noted was the need for a generic brochure to share with visitors at Performing Arts Center events to educate visitors on the services the College provides and to encourage their involvement.

Goal Setting

- Board Goals 2011-12

Copies the 2010-11 scored Board Self-Evaluation and blank 2011-12 Board Self-Evaluations were distributed at the meeting for the Board's completion. Input from former Board member Lonny Anderson and Julie Kremers who were not in attendance will be incorporated into the final tallies.

The Board conducted an accomplishment review of their 2010-11 goals.

RECESS

The Board recessed for the evening at 5:00 p.m.

SOUTHWESTERN OREGON COMMUNITY COLLEGE Board of Education Retreat Meeting Minutes July 29, 2011

CALL TO ORDER

Board of Education Chair David Bridgham called the meeting to order at 8:35a.m. Members of the Board met in Tioga Hall, Room 505. Due and proper public meeting notice was provided.

ATTENDANCE

Board of Education (quorum present)

David Bridgham (Chair)

Harry Abel

Susan Anderson

Rick Howell

Marcia Jensen

Julie Kremers

Cherie Mitchell

Deb Nicholls (Recording Secretary)

Staff

Patty Scott (President)

Phill Anderson

Kat Flores

Linda Kridelbaugh

Tom Nicholls

Karen Pringle

Guests

Rob Moody

Brad Rafish

RECONVENE

The Board reconvened the retreat session at 8:35 a.m.

DISCUSSIONS

Board Goals Cont'd

Discussion occurred on the modifications to the draft goals established the previous day.

President's Goals

President Scott briefed the Board on her 2011-12 goals.

Discussion occurred on a suggestion from Julie Kremers about the President visiting with long-term employees to provide an avenue for casual feedback and interaction in addition to her regularly scheduled meetings with new employees.

How to Rebuild

Rob Moody and Brad Rafish from TKW a Portland based CPA and consulting firm that focus on services to governments. They mentioned that the overall challenge was to develop revenue streams outside of state funding to build financial stability that is a correlation with students – community – business/industry.

Model to consider:

- Objectives
- Options
- Resource needs
- Sustainability

Example of a win-win-win collaborative project:

If the City or County were to bond for a building and partner with someone to operate it and then partner with the College to offer a nursing program. This would be a huge win for the community overall.

Ideas:

- Service provision (IT support)
- Joint ventures (conference center)
- State and local government partnerships (fleet management)
- New curriculum (marine science)
- Others?

Discussion occurred on the Home Builders Association's 'vision' of a large convention center that they would utilize on the weekends for 'big shows,' but would be available for the College's use during the week.

Example may be partnering with OIMB, LNG on an aquarium.

Who might the partners be?

- OIMB
- LNG
- The Port
- Watershed group
- Tribes
- Maritime Museum
- West Coast aquariums
- Chamber of Commerce(s)
- Hospitality industry
- City and County governments
- DEQ
- EPA
- US Fish and Wildlife
- Business Oregon
- Bandon Dunes
- Curry agencies or businesses

Question: Is there an opportunity to tap hotel/motel tourism dollars (through the City and the County)?

Potential Projects:

Health and Science Building
Aquarium
Technology center/bistro/bakery/coffee shop

What can we do – all of the players – for our area to become a ‘destination’ family location?

It was noted that Bandon Dunes actually wasn't interested in their business being 'family' oriented. They want an avid golfer clientele. Whereas the jet boats do target families.

Health and Science building

President Scott reminded the Board that the Health and Science building was the College's next capital construction project on the State construction list and that if the College were to deviate from it the funding would be lost. Discussion occurred on the available land on campus as potential sites. It was noted that the College had inquired with the City about acquiring property around the Neighborhood Facility Building if it were to become available.

Discussions with BAH for funding in turn for the College providing allied health training programs has occurred. The facility would house science (biology, chemistry, physics, geology) and provide the ability to increase our capacity for allied health.

Cherie Mitchell felt that it would not be as difficult to raise the money for a building when partnering with the hospital(s) as the citizens can see the necessity.

Such a project enables the College to meet the:

Need for health care workers
Aging demographics

It was noted that the College needed to look at the feasibility of a bond very soon, but not go out for it until fall '13 or early '14. Also, the College is not required to go out for a bond in both counties (Coos and Curry) - we would focus just on Coos County.

Coffee Shop/Bistro/Bakery/Wi-Fi Café - The consultants suggested that if this project were to move forward, it should be treated as a business starting with a written business plan and researching revenue projections. This project could have various educational components to it as well (culinary/baking and pastry/business).

ADJOURNMENT

The Board adjourned the retreat session at 12:00 p.m.

Respectfully submitted,

David Bridgham, Board Chair

Patty Scott, Clerk

Deb Nicholls, Recording Secretary

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**SOUTHWESTERN OREGON COMMUNITY COLLEGE
DEVELOPING THE COLLEGE BUDGET**

The process for developing the college budget can be grouped into the following four areas:

- 1) PREPARE THE RECOMMENDED BUDGET
- 2) APPROVE THE BUDGET
- 3) CITIZEN INVOLVEMENT AND PUBLIC EXPOSURE
- 4) ADOPT THE BUDGET

1) PREPARE THE RECOMMENDED BUDGET

By January of each fiscal year, the college administration identifies and prepares a budget calendar. Following the budget calendar, the business office distributes prior year financial history and current year budget information to college personnel. The college holds informal meetings and discussions to review the financial information distributed college goals, and existing conditions. College staff then makes recommendations to the administration for the proposed budget. The proposed budget is prepared by the college administration with input from the faculty, faculty senate, section leaders, classified staff, administrators, students, and advisory committees. The goal is to prepare the budget adhering to the strategic plan under the constraint of the financial situation. The budget presented to the Board Budget Committee is called the Recommended Budget.

The College President, in the role of Budget Officer, prepares the budget message.

2) APPROVE THE BUDGET

At the first budget committee meeting, the budget is presented to the budget committee, and the Budget Officer gives the budget message. The fourteen member budget committee consists of seven appointed lay citizens and seven elected Board of Education members. If public comment is not taken at the first meeting, another meeting must be scheduled to allow for this. The budget committee may meet as many times as needed to review the budget, receive public input, revise the budget, determine the tax levy, and approve the budget. The budget approved by the Board Budget Committee is the Approved Budget.

3) CITIZEN INVOLVEMENT AND PUBLIC EXPOSURE

Notification of budget committee meetings must be published and the public is invited. Budget committee meetings and board meetings are open to the public with a time set aside for public comment. After the budget committee approves the budget, and prior to the Board of Education adopting the budget, the college is required to publish notification of a public hearing for the approved budget. The public hearing notice published must include a copy of the budget as approved by the budget committee. All notifications are published in the local newspaper.

At the regularly scheduled board meeting in June, the Board of Education holds the public hearing to receive information from the public on the budget approved by the budget committee. The Board of Education may schedule additional public hearings.

4) ADOPT THE BUDGET

After the Board of Education finishes holding their public hearings, the Board can review and make revisions to the approved budget. Although the Board may not increase the tax levy approved by the budget committee, they can increase budget resources. The Board can increase expenditures in each fund up to ten percent. The Board can also transfer expenditures between accounts within a fund. This final version is called the Adopted Budget.

If necessary, the Board may declare an election for a tax levy.

By June 30, the Board of Education must formally pass the budget resolutions below:

- a) Resolution to adopt the budget
- b) Resolution to levy taxes and to categorize the levy
- c) Resolution to make appropriations

SOUTHWESTERN OREGON COMMUNITY COLLEGE
2011-2012 BUDGET CALENDAR
Subject to Change

SEPTEMBER 2010

- 22 Faculty Senate Assessment, Planning, and Budget Committee meeting
- 29 Faculty Senate Assessment, Planning, and Budget Committee meeting

OCTOBER 2010

- 6 Faculty Senate Assessment, Planning, and Budget Committee meeting

NOVEMBER 2010

- 3 Faculty Senate Assessment, Planning, and Budget Committee meeting
- 22 Board of Education announces vacancies on Board Budget Committee and seeks applications
- TBA Internal Budget Advisory Committee meeting – informal budget information meeting

DECEMBER 2010

- TBA Internal Budget Advisory Committee meeting – informal budget information meeting
- 10 HR completes updating of Personnel Inventory for use in 2011-2012 Budget
- 17 Business Office updates budget reporting tree
- 17 Business Office forecasts revenue

JANUARY 2011

- 5 Budget worksheets distributed to units
- 5 Faculty Senate Assessment, Planning, and Budget Committee meeting
- 19 Internal Budget Advisory Committee meeting for all faculty (combined with Faculty Senate Assessment, Planning, and Budget Committee meeting)
- 25 Unit budget worksheets and plans due
- 25 ITS & Business Office train campus personnel in Budget module as needed
- 28 Budget information entered into the system
- 18, 21, 25 Executive Team Budget Discussions and Crunch

FEBRUARY 2011

- 2 Internal Budget Advisory Committee meeting for all MASSC employees
- 2 Internal Budget Advisory Committee meeting for all classified employees
- 9 Internal Budget Advisory Committee meeting for all faculty (combined with Faculty Senate Assessment, Planning, and Budget Committee meeting)
- 18 Budget entry
- 1, 4, 8, 10, 18 Executive Team Budget Crunch

MARCH 2011

- 2 President's All Employee meeting about budget
- 10 Oregon Budget Law Workshop on Campus
- 28 Board of Education interviews Board Budget Committee applicants and selects new members
- 30 Faculty Senate Assessment, Planning, and Budget Committee meeting
- 2, 6, 7, 15, 17, 18, 23, 29, Executive Team, Deans, Associate Deans, Directors Budget Crunch (group and individual meetings)

APRIL 2011

- 20 Faculty Senate Assessment, Planning, and Budget Committee meeting
- TBA Internal Budget Advisory Committee Meeting
- 22 Business Officer sends the Recommended Budget to the Print Shop for printing, to be done by April 30

MAY 2011

- 2 President's Office mails the President's Budget Message and Recommended Budget to the Budget Committee (not more than 10 days prior to meeting)
- 3 Business Officer publishes two notices of the Budget Committee meeting within 5 to 30 days before the hearing
- 4 Faculty Senate Assessment, Planning, and Budget Committee meeting
- 9 BOARD BUDGET COMMITTEE MEETING – New members sworn in, officers elected, and the President delivers the Budget Message. The Budget Committee may approve the Recommended Budget and set the College levy rate. Public comment allowed.
- 23 BOARD BUDGET COMMITTEE MEETING – if needed

JUNE 2011

- 1 Business Officer publishes the Financial Summary of the Budget and the First Notice of the Budget Hearing within 5 to 30 days before the hearing
- 8 Business Office enters final budget adjustments, verifies accuracy, if necessary, of the Adopted Budget and prepares the final Budget document for printing.
- 27 BOARD OF EDUCATION MEETING – Board of Education holds the Budget Hearing, makes final budget adjustments, adopts the Budget, appropriates the funds, and certifies the levy to the assessors
- 29 Adopted Budget sent to the Print Shop for printing

JULY 2011

- 7 Required Budget documents delivered to the County Clerk, Assessor, and the Oregon Department of Revenue. The Budget document and Personnel Inventory are distributed to the college community.

Summary of Challenges in the 2008-2009 Budget Southwestern Oregon Community College

How did we get here?

The current financial situation is the result of many decisions and external conditions (beyond the control of the college) that have occurred over the past few years and are now converging at Southwestern. These factors include:

Overspending of the Plant Fund in 2007-2008. Traditionally, the college has budgeted \$150,000 per year in the General Fund to do large maintenance projects. Those projects were charged to the Plant Fund throughout the year and then the \$150,000 was transferred from the General Fund to backfill the Plant Fund. In 2007-2008 the \$150,000 wasn't budgeted. However, the college spent \$1,238,042 on Plant Fund projects. This money had to be paid from other assets of the college and it severely depleted the college's cash reserves (most of which was \$1.863 million in reserve for Curry County construction). This is the reason that the money for construction of the Curry County campus is no longer available. It has been spent.

Over-estimating Revenues. In the 2007-2008 and 2008-2009 fiscal years, the college included revenues in the General Fund which were unrealistic. For example, more than \$250,000 of revenue (over and above tuition, fees, State support and property taxes) was included in Division Director's budgets; there was no realistic expectation of receiving this revenue. In the 2008-2009 budget, the entire contingency fund of \$846,775 had no identified revenue; yet, \$373,841 was spent from the contingency fund for faculty, classified and MASSC raises.

Not adequately backfilling regular operating losses in the Enterprise Funds. Enterprise Funds are for those activities of the college that generate revenue to cover their operating expenses. Sometimes Enterprise Funds do not fully cover their costs; this is allowed by Generally Accepted Accounting Principles and local budget law. However, whenever an Enterprise Fund does not bring in enough revenue to cover its expenses, the bills must still be paid. This forces the college to use its cash reserves to cover these shortfalls. Typically, if an Enterprise Fund is anticipated to operate in the red for any length of time, the college budgets a transfer from the General Fund to cover the shortfall.

A good example is the Newmark Center/Family Center. Because the college occupies about 35% of this square footage, it contributes \$94,000 per year to support this activity (in lieu of paying rent). This was the correct figure in 2005-2006; however, the actual cost is now \$134,000 because of rent reductions that occurred in the last three years. The transfer has never been increased. The same is true of the college's share of the utilities and custodial expenses of Newmark Center/Family Center.

Additionally, the Student Recreation Center (which could never be expected to generate enough revenue to pay its operating costs), has \$179,000 of expense more than anticipated revenue this

year. The college has never budgeted any General Fund resources to fill this gap, yet the bills must be paid from the college's cash.

Charges to Special Projects that have no income or inadequate income. The Special Projects fund is typically for grants. When the college receives a grant, it can spend money to implement the grant activity with the expectation that it will be reimbursed by the grantor for its expenditures. Consequently, the Special Projects fund should always have exactly the same revenue as expenditures (except for small timing differences). However, the college has created some Special Project accounts (and begun to spend from them) that do not have any anticipated revenue or inadequate revenue. A good example is travel to the Northwest Athletic Association of Community College's tournaments when our teams make the playoffs. In the past, this has averaged \$30,000 to \$60,000 per year and been budgeted in the President's budget. This year, it is to be paid from a Special Project account that has no revenue; when the bills are paid it will further reduce the college's cash reserves because it wasn't funded.

People/Positions and anticipated expenses not budgeted or not budgeted adequately. There are many budgets that have inadequate resources to cover expenditures that are anticipated or people that are being charged to those budgets. The Paramedic program is a good example. The anticipated salary, benefits and program costs are \$81,000, but this budget was created after the Board adopted the budget with no new revenue to fund it. Another example is the fringe benefits costs associated with faculty overloads; the overloads were budgeted, but \$86,000 of associated fringe benefits were not.

Overspending year-to-date. Many budgets are already overspent. One example is the \$150,000 for large maintenance projects (which was added back into the budget this year at the insistence of the Budget Committee). The college has already spent \$267,000 in this area. Another example is summer school; the college has already overspent the summer school budget by \$56,000.

External Factors. The college has also been subjected to external factors that are beyond its control (e.g. lower interest rates). This has reduced projected income, although the biggest factor affecting interest income is the reduction in the college's cash reserves. State support has steadily increased over the past few years.

Not increasing tuition and fees. The college has held the line on tuition and fees (including housing and OCCI) for the past three fiscal years. The Board of Education previously had a policy requiring the college to raise tuition and fees each year by the rate of inflation. This averaged about \$2 per credit increase each year at a 3% inflation rate. Had the college increased tuition and fees each year, it would have received about \$300,000 in additional income this year and OCCI and student housing would have received an additional \$200,000 of revenue.

The aggregate impact of all these factors has placed the college in severe financial jeopardy this year. The college has struggled to pay its vendors and employees, requiring it to borrow funds on a short term basis to meet its financial obligations. The specific problems for 2008-2009 that have been identified are detailed below. Specific solutions are also identified; however, there

remains a gap between revenues and resources that likely cannot be resolved without some reductions in force.

Changes to General Fund Revenue Projections

10-0000-41110 State Support	+\$143,000
10-0000-44010 Tuition	(\$212,000)
10-0000-44510 Class Fees	(\$14,000)
10-0000-44511 Fee Waiver Contra	(\$13,000)
10-0000-44613 Application Fees	(\$5,000)
10-0000-44617 Finance Charge Fees	+\$20,000
10-0000-45120 Interest – Local Government Investment Pool	(\$85,000)
10-0000-45425 Indirect Cost	(76,052)
10-1108-45013 Southwester Revenue	(\$2,500)
10-1910-44540 Skills Center ALSP Assessment Fees	(\$2,500)
10-2408-45290 Placement Center Miscellaneous Revenue	(\$3,000)
10-3201-42150 Financial Aid Administrative Allowance	(\$8,000)
10-3209-44637 General to College Support Billing Fees	(\$3,000)
10-3209-45190 General to College Support Interest	(\$15,000)
10-3901-45290 Contingency Fund Miscellaneous Revenue	<u>(\$846,775)</u>
SUBTOTAL	(\$1,122,827)

Changes to Enterprise Fund Net Revenue Projections*

57-8512 Bookstore (projected)	+\$100,000
57-8515-45213 Newmark Center Space Lease Revenue (SOCC uses 35%) (actual)	(\$41,000)
57-8515-55920 Newmark Center Debt Issuance Amortization (actual)	(\$28,000)
57-8517-45213 Newmark Center Utilities and Custodial Revenue (SOCC uses 35%)	(\$80,000)
57-8571 Student Recreation Center-Revenue (projected)	(\$179,741)
57-8581 English Language Institute (projected)	(\$48,000)
57-8542 Elderhostel (projected)	<u>(\$36,000)</u>
SUBTOTAL	(\$312,741)

*Enterprise Funds that do not have revenues that equal expenses require General Fund support to prevent negative cash flow

Unbudgeted/ Underbudgeted Expenditures

25-6752 SOCC bus (actual)	(\$57,469)
25-6471 Northwest Athletic Association of Community Colleges (projected)	(\$59,822)
36-XXXX Plant Fund expenditures (actual)	(\$117,000)
10-XXXX Faculty raises (actual)	(\$99,000)
10-XXXX Classified raises (actual)	(\$114,169)
10-XXXX MASSC raises (actual)	(\$125,618)
10-XXXX Fringe benefits on raises (actual)	(\$42,054)
25-6100 Business Development Center General Fund Support-Salary (actual)	(\$30,000)

25-6120 Curry Business Development Center General Fund Support-Salary (actual)	(\$30,000)
25-6101 Business Development Center General Fund Support-Salary (actual)	(\$14,000)
10-1601 Curry County-Salary (actual)	(\$28,000)
10-3102 President's Office-Salary (actual)	(\$19,000)
10-3104 College Advancement/Foundation-Salary (actual)	(\$31,000)
10-1412 Paramedic Program-Salary (actual)	(\$81,000)
10-1302 Biology-Salary (actual)	(\$66,000)
10-0000-49990 Beginning Fund Balance (projected)	(\$62,000)
10-3101 Board of Education-Oregon School Boards Association investigation (proj)	(\$46,000)
10-3203 Business Office-Audit assistance (projected)	(\$6,000)
10-1701 Faculty Overloads-Fringe benefits (projected)	(\$86,000)
10-1702 Summer School-Salaries and fringes (actual)	(\$56,000)
10-1809 Community Ed-Salary and fringes (actual)	(\$19,796)
10-1502 Apprenticeship (actual)	(\$6,000)
10-1402 Emergency Medical Technician-Registration fees (projected)	(\$3,500)
10-2101 Instructional Supervision-Section Leader stipends and fringes (actual)	(\$73,500)
10-1203 Accounting-Salary and fringes (actual)	(\$21,000)
10-3207 Professional Services-Legal Services (projected)	(\$30,000)
29-8601 Insurance Reserve-General (actual)	(\$8,000)
10-3209 General to College Support-Interest on Line of Credit (projected)	(\$70,000)
10-3209 General to College Support-Field trip expense reimbursement (actual)	(\$17,000)
SUBTOTAL	(\$1,418,928)

GRAND TOTAL OF CHALLENGES IN THE 2008-2009 BUDGET (\$2,854,496)

This represents 11.9% of the General Fund budget (\$2,209,364/\$18,569,169) and must be corrected with only 8 months of the year remaining, further exacerbating the problem in the current fiscal year.

ASSOCIATE OF APPLIED SCIENCE BUSINESS MANAGEMENT/ENTREPRENEURSHIP

**Career Pathway Certificate of Completion:
Supervision (19 Credits)**

**Career Pathway Certificate of Completion:
Marketing (27 Credits)**

**Certificate of Completion
Accounting (45 Credits)**

**Associate of Applied Science
Business Management/Entrepreneurship (95 Credits)**

Prepare yourself for your future in business. This two-year degree exposes students to all aspects of operating a small business with a focus on entrepreneurship. The

program would also prepare students for positions such as management trainee, first-line supervisor, buyers and purchasing agents, sales managers, and higher levels of management for either profit or nonprofit organizations. Focus is placed on entrepreneurship for those interested in starting/operating a business or applying this managerial approach in a medium to large organization.

Employment in this field is expected to remain steady. Prospects are very good for those who want to own and manage a business, especially if they have determination, talent and a unique service or product.

Many students will decide to begin this program by first earning a Business Management/Entrepreneurship: Career Pathway Certificate of Completion: in Supervision or Marketing or with a Business Management/Entrepreneurship: Certificate of Completion Accounting. These Career Pathway Certificates of Completion and the Certificate of Completion degree can typically be completed in one year.

Students who intend to transfer to a four-year institution with the goal of completing a bachelor's degree in business should consider completing the AS/OT-Business degree and consult with business program faculty.

PROGRAM STUDENT LEARNING OUTCOMES

Upon successful completion of this program the student will be able to:

- Demonstrate appropriate and effective communication skills including both verbal and written.
- Operate as a team member and/or leader using effective communication strategies.
- Demonstrate proficiency in microcomputer applications within the management and operating needs of the small business environment.
- Analyze financial statements, recognize potential problem areas, and suggest appropriate actions to alleviate or eliminate problems.
- Develop an effective business plan.
- Identify entrepreneurial potential.

GRADUATION REQUIREMENTS

Students must complete a minimum of 95 credit hours with a minimum Grade Point Average (GPA) of 2.0 (C) average or better. All courses must be passed with a grade of 'C' or better. Thirty (30) of the last 45 credits must be earned at Southwestern before the Associate of Applied Science Business Management/Entrepreneurship is awarded.

Complete the graduation application process one term prior to the term of completion (i.e., spring term graduates must apply during winter term).



ASSOCIATE OF APPLIED SCIENCE BUSINESS MANAGEMENT/ENTREPRENEURSHIP

FALL = 14 CREDITS	BA101 (4) Introduction to Business	BA150 (3) Introduction to Entrepreneurship	CIS120 (4) Concepts of Computing	WR115 (3) Introduction to Expository Writing (or higher)	
WINTER = 17 CREDITS	BA285 (3) Human Relations in Organizations	AC2764 (4) Small Business Accounting ¹	CIS125S (3) Spreadsheet Applications	MTH94 (4) Intermediate Algebra I (or higher)	(3) Specific Elective ²
SPRING = 16 CREDITS	BA156 (3) Essentials of Economics ³	BA213 (4) Principles of Accounting III	BA206 (3) Management Fundamentals	BA223 (3) Principles of Marketing	(3) Specific Elective ²

47 CREDITS = FIRST YEAR TOTAL REQUIREMENTS

FALL = 16 CREDITS	BA230 (4) Business Law	BA239 (3) Advertising	BA238 (3) Sales	BA250 (3) Small Business Management	PE231 (3) Wellness for Life ⁴
WINTER = 16 CREDITS	BA222 (3) Finance	CIS245 (3) Project Management	BA205 (4) Solving Business Problems with Technology	SP218 (3) Small Group Discussion ⁵	(3) Specific Elective ²
SPRING = 16 CREDITS	BA292 (4) Capstone Project	BA277 (3) Business Ethics	BA224 (3) Human Resource Management	BA280 (3) Cooperative Work Experience	(3) Specific Elective ²

48 CREDITS = SECOND YEAR TOTAL REQUIREMENTS

95 CREDITS = TOTAL PROGRAM REQUIREMENTS

PROGRAM NOTES

¹BA211 and BA212 may be substituted for AC2764.

²Business Management/Entrepreneurship Specific Electives: Any CS/CIS course not required for the degree including CIS184; OAI16; Any BA/AC courses not required for degree; WR214; CRT2015.

³Four credits of ECON201 or ECON202 may be substituted for BA156.

⁴Students may choose PE231 Wellness for Life, HE250 or (3) credits of PE185 to meet the Physical Education/Health requirement.

⁵SP111, SP112, SP218 may be substituted for SP219.



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Business Services Documentation

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Live Link as of February 1, 2012:

<http://www.socc.edu/academics/pgs/academic-dept/health-occupations/basic-nursing-assistant-online.shtml>

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Basic Nursing Assistant Course Online

[BNA Online Schedule - Summer Term 2011](#) (103 KB)

[BNA Online Schedule - Fall Term 2011](#) (97 KB)

[Oregon Online BNA Program Registration](#) (211 KB)

[Oregon Online BNA Application](#) (648 KB)

The **Online Basic Nursing Assistant Training** is an Oregon State Board of Nursing (OSBN) approved program. This course prepares a Basic Nursing Assistant to be eligible for certification as outlined by the Oregon State Board of Nursing. The student is prepared to care for clients in a variety of settings including; long-term care, intermediate care, home health, hospice care, acute care, foster care and assisted living situations.

Orientation: May 12th or June 7th 5:30 – 6:30 PM in Sumner Room 10

Check back for dates here!

THEORY (5 CREDITS) ONLINE FROM MARCH 28TH - APRIL 23RD (51 HOURS)

Course Number	School Name	TLN
NUR 9190*01D	Southwestern CC	
NUR 9190*03D	Linn-Benton CC	

SKILL LAB/CLINICAL PRACTICUM (4 CREDITS)

Course Number	School Name	Date	Time
NUR 9010L*01	SWOCC Skill Lab Academics	July 11, 12, 13, 14, 18, 19, (30 mandatory hrs.)	2:00-3:30PM
	SWOCC Clinicals	July 20, 21, 25, 26, 27, 28 & Aug 1, 2, 3, 4, 8, 10* (75 mandatory hrs.)	2:00-9:30PM

*JUNE 10TH - GRADUATION

Requirements:

- Minimum age 16
- Current CPR card from American Heart Association or American Red Cross
- Criminal background check
- Immunizations for TB (PPD) test, MMR or titer minimum Hepatitis may be required, check with college requirements.

After completing the theory and passed the exam, you have two weeks to start your Skills Lab at your Community College.

Community Colleges providing the Skills Lab and Clinical:

- Southwestern Oregon Community College, Coos Bay, OR
- Umpqua Community College, Roseburg, OR
- Linn-Benton Community College, Albany, OR
- Blue Mountain Community College, Pendleton, OR

REQUIRED CREDITS FOR THIS COURSE



Course Number	Course Name	Credits
NUR 9190	Basic Nursing Assistant Theory	5
NUR 9190L	Basic Nursing Assistant Lab & Clinical	4
	Total:	9

For information and class dates contact:

Ellen Riley, Statewide BNA Online Coordinator
541.888.1501 - eriley@socc.edu

Schedule of Classes

Courses may be on the main campus or a satellite campus and/or online.

Instructions for viewing class schedule in [WebAdvisor](#)

1. When in [WebAdvisor](#), click on Prospective Students.
2. Under Admission Information click on Search for Classes.
3. Select the term that you plan to attend
4. Select the Subject and the course number from the above 'Required courses for this certificate.'
For example: If you are looking for ECE 154 Children's Literature and Literacy, select the Subject Early Childhood Education and the course number 154.
(If you want to see all of the Early Childhood Education classes scheduled during a specific term just select the term and the subject.)
5. Click on Submit

Note: Class schedule is subject to change without notice.

Related links

- [Basic Nursing Assistant](#)
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