Southwestern Oregon Community College

Board Clerk: Patty Scott
Campus Contact: Deb Nicholls (541) 888-7400, dnicholls@socc.edu

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

Board of Education
Budget Committee Meeting

Monday, May 12, 2014

Southwestern Oregon Community College

Board Clerk: Patty Scott
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"Southwestern Oregon Community College supports student achievement by providing access to lifelong learning and community engagement in a sustainable manner"

CORE THEMES
(Revised February 25, 2013)

Learning and Achievement * Access * Community Engagement * Sustainability

Board of Education Meeting – Budget Committee

Tioga 505, 1988 Newmark Ave., Coos Bay, Oregon
Monday, May 12, 2014
6:00 p.m.

AGENDA ***Action Items =***

1. CALL TO ORDER

2. BUDGET COMMITTEE MEMBERS
   A. 2014-15 Budget Committee Roster, Exhibit # 2 A
   B. Oaths of Office
      1. Mike Gaudette, Exhibit # 2 B 1
      2. Ken Messerle, Exhibit # 2 B 2
      3. Timm Slater, Exhibit # 2 B 3
   C. Selection of Officers
      1. Chair
      2. Vice-Chair

3. AGENDA CHANGES

4. CONSENT AGENDA
   A. Minutes
      1. May 13, 2013 Budget Committee Meeting, Exhibit # 4 A 1

5. 2014-2015 RECOMMENDED BUDGET
   A. Budget Overview
   B. Achievement Compact Discussion, Exhibit # 5 B
   C. Presentation of Budget
      1. 2014-2015 Recommended Budget, Exhibit # 5 C 1
      2. 2014-2015 Supplemental Documentation of ± $5,000 Changes, Exhibit # 5 C 2

6. PUBLIC COMMENT

7. BUDGET COMMITTEE RECOMMENDATION
   A. Approval of Recommended Budget, Exhibit # 7 A
      OR,
   B. Hold a Second Meeting on June 2, 2014, 6:00 p.m.

8. ADJOURNMENT

Shaded Exhibit included in meeting materials *Materials may be distributed at the meeting

Board policy states that requests must be made by contacting the Clerk of the Board at least nine working days prior to the scheduled meeting. Requests for additions by visitors attending a meeting will be allowed by an affirmative vote of the majority of the Board Members. Time allocations will be at the discretion of the Board Chair.

It is the policy of the Board of Education to adjourn the meeting within three hours unless a motion to continue the meeting is made and approved by a majority vote of the members present.

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

Exhibit # 2 A
Date May 12, 2014

SOUTHWESTERN OREGON COMMUNITY COLLEGE
BOARD OF EDUCATION
Budget Committee
2014-15

Mark Gagnon — Term Expires: 06/30/15
1037 N 10th St.
Coos Bay, OR 97420
Cell: 297-0213

Mike Gaudette — Term Expires: 06/30/16
440 14th Ave.
Coos Bay, OR 97420
Home: 267-2632

Randy Mason — Term Expires: 06/30/14
PO Box 3143
Harbor, OR 97415
Cell: 661-1080

Mark McKelvey — Term Expires: 06/30/15
62929 W Catching Rd
Coos Bay, OR 97420

Ken Messerle — Term Expires: 06/30/16
94271 Coos Sumner Ln
Coos Bay, OR 97420
Home: 269-7406

Mike Sickels — Term Expires: 06/30/14
2520 Koosbay Blvd.
Coos Bay, OR 97420
Home: 269-9528

Timm Slater — Term Expires: 06/30/16
1731 14th St.
North Bend, OR 97459
Home: 756-2625

Exhibit # 2 B 1
Date May 12, 2014

Southwestern Oregon Community College District
Budget Committee

I, **Mike Gaudette**, do solemnly swear that I will support the Constitution of the United States, the Constitution of the State of Oregon and the laws thereof, and the policies of the Southwestern Oregon Community College District. During my term, I will faithfully and impartially perform the duties of a Southwestern Budget Committee member to the best of my abilities.

Signed: Mike Gaudette

State of Oregon
County of Coos

Subscribed and sworn to me this 12th Day of May 2014.

D Nicholls, Notary, State of Oregon
Commission Expires: November 3, 2015

Exhibit # 2 B 2
Date May 12, 2014

Southwestern Oregon Community College District
Budget Committee

I, **Ken Messerle**, do solemnly swear that I will support the Constitution of the United States, the Constitution of the State of Oregon and the laws thereof, and the policies of the Southwestern Oregon Community College District. During my term, I will faithfully and impartially perform the duties of a Southwestern Budget Committee member to the best of my abilities.

Signed: Ken Messerle

State of Oregon
County of Coos

Subscribed and sworn to me this 12th Day of May 2014.

D Nicholls, Notary, State of Oregon
Commission Expires: November 3, 2015

Exhibit # 2 B 3
Date May 12, 2014

Southwestern Oregon Community College District
Budget Committee

I, **Timm Slater**, do solemnly swear that I will support the Constitution of the United States, the Constitution of the State of Oregon and the laws thereof, and the policies of the Southwestern Oregon Community College District. During my term, I will faithfully and impartially perform the duties of a Southwestern Budget Committee member to the best of my abilities.

Signed: Timm Slater

State of Oregon
County of Coos

Subscribed and sworn to me this 12th Day of May 2014.

D Nicholls, Notary, State of Oregon
Commission Expires: November 3, 2015

Exhibit #_____4 A 1_____
Date___May 12, 2014_____
Approved YES___ NO___
Motion #_____

SOUTHWESTERN OREGON COMMUNITY COLLEGE
Board of Education – Budget Committee
Meeting Minutes
May 13, 2013

CALL TO ORDER

Board of Education Chair Rick Howell called the meeting to order at 6:00 p.m. Members of the Budget Committee met in Tioga Hall, Room 505. Due and proper public meeting notice was provided.

ATTENDANCE

Board of Education Budget Committee (quorum present)

Rick Howell (Chair)
Harry Abel
Susan Anderson
David Bridgham
Julie Kremers
Judy May-Lopez
Mark Gagnon
Mike Gaudette
Randy Mason
Mark McKelvey
Mike Sickels (ph)
Timm Slater

Absent: Marcia Jensen

Deb Nicholls (Recording Secretary)

Staff

Patty Scott (President)
Phill Anderson
Robin Bunnell
Tim Dailey
Leigh FitzHenry
Kat Flores
Mike Herbert
Linda Kridelbaugh
Rocky Lavoie
Tom Nicholls
Monty O'Dell
Ron Olson
Janet Pretti
Diana Schab
Rachele Summerville
Jeff Whitey

BUDGET COMMITTEE MEMBERS

2013-14 BUDGET COMMITTEE ROSTER, EXHIBIT # 2 A

Copies of the roster were included in the meeting material.

OATHS OF OFFICE, EXHIBITS # 2 B 1-3

Chair Howell administered Oaths of Office to Mark Gagnon, Randy Mason and Mark McKelvey.

Mark Gagnon

Mark Gagnon promised to support the Constitution of the United States, the Constitution of the State of Oregon and the policies of the Southwestern Oregon Community College District during his term as a member of the Budget Committee.

DRAFT

Randy Mason
Randy Mason promised to support the Constitution of the United States, the Constitution of the State of Oregon and the policies of the Southwestern Oregon Community College District during his term as a member of the Budget Committee.

Mark McKelvey
Mark McKelvey promised to support the Constitution of the United States, the Constitution of the State of Oregon and the policies of the Southwestern Oregon Community College District during his term as a member of the Budget Committee.

SELECTION OF OFFICERS

Budget Committee Chair

Bdgt M05/13-1

David Bridgham's motion to ***nominate Mike Gaudette, Budget Committee Chair,*** was seconded by Harry Abel. Upon call for the vote, the ***MOTION PASSED*** unanimously.

Budget Committee Vice-Chair

Bdgt M05/13-2

Rick Howell's motion to ***nominate Judy May-Lopez, Budget Committee Vice-Chair,*** was seconded by David Bridgham. Upon call for the vote, the ***MOTION PASSED*** unanimously.

AGENDA CHANGES

No changes noted.

CONSENT AGENDA
Bdgt M05/13-3

David Bridgham's motion to ***approve the Consent Agenda, as presented,*** was seconded by Susan Anderson. Upon call of the vote, the ***MOTION PASSED*** unanimously.

BE IT RESOLVED, that the Board of Education and Budget Committee of Southwestern Oregon Community College District reviewed and approved the Budget Committee meeting minutes dated May14, 2012, Exhibit # 4 A 1.

2013-14 RECOMMENDED BUDGET

Budget Overview

President Patty Scott provided an overview of the College's budgeting process and history, which included a PowerPoint presentation. She explained the $1.5 million budget problem the College faces due to a 5% decline in enrollment, PERS increases, use of one-time monies, contractual obligations, and new positions or changed positions not budgeted in the current budget. The gap is being bridged by restructuring and reorganizing areas experiencing retirements, putting some positions on hold, reducing travel and supplies, raising tuition and fees by CPI, adding a Paramedic program fee, using one-time monies, and establishing a spending freeze for next year. She clarified how the budget was tied to the Achievement Compact.

It was noted that no reduction in force, loss of classified positions, or furlough days occurred as a result of balancing the budget through a collaborative committee process. One MASSC and one faculty position were lost due to retirements and the positions not being filled. Areas were restructured/reorganized to be more efficient and help with completion and retention and all contractual obligations were honored.

Achievement Compact, Exhibit # 5 B

Copies of the draft 2013-14 Compact were included in the meeting materials. It was noted that following various campus groups' review, the final version would be taken to the Board in June for adoption.

DRAFT

Presentation of Budget

- **2013-2014 Recommended Budget, Exhibit # 5 C 1**

  Copies of the Recommended Budget were included in the meeting materials and revisions to the document were noted.

  Vice President Linda Kridelbaugh provided a brief overview stating that Other Income and Loan Proceeds information needed adjusted (pg 21).

- **2013-2014 Supplemental Documentation of ± $5,000 Changes, Exhibit # 5 C 2**

  Copies of the supplemental documentation were included in the meeting materials. President Scott, Kridelbaugh, Phill Anderson, Janet Pretti, Kat Flores, Rocky Lavoie, Tom Nicholls, and Mike Herbert provided detailed explanations of budget changes plus or minus $5,000.

  The internal budget committee consists of 14 members from across campus. They worked tirelessly to review every line item in the budget to present a balanced budget to the Board's Budget Committee.

  Rachel Summerville explained that the College could no longer do payroll deductions or payroll advances because of it being public money. Kridelbaugh clarified that the Unappropriated Fund Balance was truly unappropriated funds.

  Mark McKelvey inquired as to a possible 'priority list' should the revenue forecast be higher than expected. Scott explained that any savings realized would go into the Ending Fund Balance (EFB) for next year's budget as the state's budget probably wouldn't be passed before July, which is after the College's budget must be passed. She added that she was working to restore the EFB back to what it once was ($2 million).

PUBLIC COMMENT

Budget Chair Mike Gaudette called for public comment. Hearing none, the Board proceeded to the approval of the 2013-2014 Budget document.

BUDGET COMMITTEE RECOMMENDATION

Approval of Recommended Budget, Exhibit # 7 A

Copies of the resolution were included in the meeting materials.

Bdgt M05/13-4

Susan Anderson's motion to ***approve the Recommended FY14 (2013-2014) General, Financial Aid, Trust and Agency, Special Projects, Plant, Enterprise, Insurance Reserve, Debt Service Fund, and Internal Service Fund budgets that includes a tax rate of $.7017 per $1,000 assessed valuation, unchanged from previous years, as amended,*** was seconded by Julie Kremers. Upon call for the vote, the ***MOTION PASSED*** unanimously.

ADJOURNMENT

No further business was presented and the meeting was adjourned at 7:45 p.m.

Respectfully submitted,

Mike Gaudette, Budget Committee Chair

Patty Scott, Clerk

Deb Nicholls, Recording Secretary

DRAFT

Southwestern Oregon Community College

Achievement Compact for 2014-15

Outcome Measures	2012-13 Actual		2013-14 Target		2014-15 Target	
Are students completing their courses of study and earning certificates and degrees?						
Number of students completing:	All	Underrepresented	All	Underrepresented	All	Underrepresented
Adult HS diplomas/GEDs	194	N/A	150	N/A	100	N/A
Certificates/Oregon Transfer Modules	333	176	150	68	200	91
Associate degrees	268	121	250	124	225	112
Transfers to four-year institutions	468	166	400	123	350	98
Programs of study (under development)						
Are students making progress at the college?						
Number (&/or % where indicated) of students:	All	Underrepresented	All	Underrepresented	All	Underrepresented
Enrolled Dev. Ed. Writing who complete (%)	64.9	64.8	69	66	69	66
Enrolled in Dev. Ed. Math who complete (%)	58.6	58	59	55	59	55
Who earn 15/30 college credits in the year (#)	1433 697	764 408	1350/ 700	785 / 425	1350/ 700	785 / 425
Who pass a national licensure exam (#/%)	26 / 100%		85%	NA	85%	NA
Are students making connections to and from the college?						
Number of students who:	All	Underrepresented	All	Underrepresented	All	Underrepresented
Are dual enrolled in Oregon high schools	623	45	700	65	700	65
Are dual enrolled in OUS	*	*	20	DS	DS	DS
Who transfer to OUS	330	126	275	100	275	100
Employment (under development)			N/A	N/A	N/A	N/A
Local Priorities (Optional for each district)						
Number and/or percentage of students who:	All	Underrepresented	All	Underrepresented	All	Underrepresented
Achieve similar to district population per local summary table.						
What is the level of public investment in the district?						
	2012-13 Actual		**2013-14 Projected**		**2014-15 Target**	
State funds	4,395,566		5,188,541		6,274,885	
Local Property tax revenue	5,028,050		5,161,891		5,284,483	
Total state and local operating funds	9,423,616		10,350,432		11,559,368	

Southwestern Oregon Community College Achievement Compact
For Underrepresented Students 2014-15

Outcome Measures Actual for 2012-13	**African-American**	**Hispanic/ Latino**	**Native Amer. or Alaskan Native**	**Pacific Islander**	**Multi-Racial Multi-Ethnic**	**Economically Disadvantaged**
Are students completing their courses of study and earning certificates and degrees?						
Number of students completing:						
Adult HS diplomas/GEDs	N/A	N/A	N/A	N/A	N/A	N/A
Certificates/Oregon Transfer Modules	*	8	10	*	9	95
Associate degrees	*	*	*	0	*	90
Transfers to four-year institutions	*	17	16	0	0	100
Programs of study (under development)						
Are students making progress at the college?						
Number (&/or % where indicated) of students:						
Enrolled Dev. Ed. Writing who complete (%)	*	*	*	*	*	66
Enrolled in Dev. Ed. Math who complete (%)	*	55	*	*	50	55
Who earn 15/30 college credits in the year (#)	12 7	69 35	42 20	8 *	44 25	639 374
Who pass a national licensure exam (#/%)	N/A	N/A	N/A	N/A	N/A	N/A
Are students making connections to and from the college?						
Number of students who:						
Are dual enrolled in Oregon high schools	0	26	10	*	12	0
Are dual enrolled in OUS	0	0	0	0	0	*
Who transfer to OUS	*	14	12	0	0	88
Employment (under development)						
Local Priorities (Optional for each district)						
Number and/or percentage of students who:						
Achieve similar to district population per local summary table.						

*Data suppressed

Completion Local Summary
2012-13

Outcome Measures 2012-13 Actual	SWOCC District Population over 18**	Percentage	SWOCC Degree Seeking Credit Enrollment	Percentage	SWOCC Completions	Percentage
Number of students:	69703		2,664	100%	338	100%
Male	34012	49%	1,512	43%	144	57%
Female	35691	51%	1,137	57%	193	43%
African-American	121	.2%	23	< 1%	*	*
Hispanic/Latino	3774	5.4%	184	7%	11	3%
Native American or Alaskan Native	1319	1.9%	102	5%	12	4%
Pacific Islander	51	.1%	17	< 1%	*	*
Multi-Racial Multi-Ethnic	2648	3.8%	113	4%	12	4%
Asian	636	.9%	29	1%	6	2%
White	61043	87.6%	1,654	62%	214	63%
Other/Unknown	111	.2%	526	20%	78	23%
Nonresident Alien			16	< 1%	*	*
Economically Disadvantaged as based on receipt of a Fall Pell Grant and unduplicated for completion of graduates	NA		1140	43%	120	36%

*Data suppressed

** Coos and Curry

Community College Compacts: Definitions

Outcome Measures	Definitions
Completion	
Adult HS diplomas/GEDs	The total number of adult high school diplomas as reported to *OCCURS* for each community college added to the total number of GEDs awarded at each of the GED testing centers associated with the specific community college as reported to TOPSPro.
Certificates/Oregon Transfer Modules	The total number of certificates and modules reported to the *Completions* data collection in *OCCURS* for each community college including: 1. Oregon Transfer Module 2. CTE certificates requiring less than a year of course work to more than 2 years of course work 3. Certificates associated with apprenticeships 4. Career Pathway Certificates of Completion
Associate degrees	The total number of associate degrees reported to the *Completions* data collection in *OCCURS* for each community college including: 1. Associate of Arts Oregon Transfer 2. Associate of General Studies 3. Associate of Science 4. Career and Technical Education Associate of Science 5. Career and Technical Education Associate of Applied Science 6. Associate of Applied Science: Apprentice
Transfers to four-year institutions	The total number of students who took courses for credit during the *2010-11* academic year at the associated community college and then took at least 1 course for credit as an undergraduate at any 4-year institution in the *2011-12* academic year as determined by the National Student Clearing House Database and OUS data match.
Programs of study	(Under development; to include personal and professional development courses.)
Progress	
Percentage of students enrolled Dev. Ed. Writing who complete and number enrolled in Dev. Ed. Math who complete	The total number of developmental writing or math courses each student passed (a grade of C or better) divided by the total number of developmental writing or math courses each student took during the 2011-12 academic year as reported directly to *OCCURS*.
Number of students who earn 15/30 college credits in the year	The total number of students who reached the 15 or 30 college-level credit threshold during the academic year was determined by counting all credits earned by a student during the 2011-12 academic year.
Who pass a national licensure exam	The total number of students passing a licensure exam divided by the total number taking a

	national licensure exam for each community college, as reported in *KPM #11: Licensing Certification Rates* for the Department of Community Colleges and Workforce Development.
Connections	
Are dual enrolled in Oregon high schools	The total number of students enrolled in dual credit programs, two-plus-two programs, advanced placement programs and International Baccalaureate programs during the *2011-12* academic year.
Are dual enrolled in OUS	The total number of students was determined as a count of students reported by the associated community college in OCCURS as being "Dual Enrolled".
Who transfer to OUS	The total number of students who took courses during the *2010-11* academic year at the associated community college and then took at least 1 course for credit as an undergraduate at an OUS institution in the *2011-12* academic year. Calculations were completed on match data with the Oregon University System's database.
Employment (under development)	(Not required in 2013-14)
Local Priorities	To be determined by each district. For each such local priority, provide a description that includes a research-based rationale for its use and what is to be accomplished with the use of such outcome measure.
Underrepresented student population	The aggregate number of students in the following groups identified as disadvantaged students on page 1 of the compact and disaggregated for each of these groups* for each of the three years on pages 2-4 of the compact: 1. African American students; 2. Hispanic/Latino students; 3. Native American or Alaska native students; 4. Pacific Islander students; 5. Multi-racial or multi-ethnic students; and, 6. Economically disadvantaged students based on receipt of Pell Grant. Racial and ethnicity sub-populations are determined by the race or ethnicity submitted to the student file in OCCURS for each community college. Pell recipient status is determined by submissions by each community college to OCCURS. A student is considered a Pell Grant recipient for the entire year if he/she received a Pell Grant for at least one academic term during the 2010-11 school year. *In accordance with federal regulations, cell sizes fewer than six are suppressed

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

Exhibit #_____7 A_____
Date_____May 12, 2014_____
Approved YES____ NO____
Motion #_____

Southwestern Oregon Community College District
Budget Committee

Prepared by: Linda Kridelbaugh, Vice President of Administrative Services

ACTION UNDER CONSIDERATION

Budget Committee approval of the property tax rate to be imposed and approval of the 2014-2015 Budget for the Southwestern Oregon Community College District.

DISCUSSION / HISTORY

The Budget Committee is required by the Oregon Revised Statutes (ORS 294.428) to consider and approve a budget for the College and the ad valorem property tax rate before the new fiscal year beginning July 1, 2014. This resolution is for the Budget Committee approval of the 2014-2015 budget as recommended by the College Administration including any changes agreed upon in the meeting.

When the Recommended budget is approved by the Budget Committee, it will be known as the Approved Budget. As the final stage in the budget process, the Board of Education in a Board meeting will pass a resolution to adopt the approved budget including any approved changes; this budget will be known as the Adopted Budget.

TIMING

The Budget Committee must approve the budget in order to allow time for required publications, public hearings, and Board of Education adoption of the budget scheduled for June 24, 2014.

RECOMMENDATION

BE IT RESOLVED that the Budget Committee of Southwestern Oregon Community College District approves the Recommended FY15 (2014-2015) General, Financial Aid, Trust and Agency, Special Projects, Plant, Enterprise, Insurance Reserve, Debt Service Fund, and Internal Service Fund budgets and the taxes under the District's permanent rate authority at a tax rate of $.7017 per $1,000 assessed valuation, unchanged from previous years.