



TIME**	ITEM	ENC.*	ACTION	PRESENTER
5:45pm	I. Call to Order			Skatvold
	II. Native Lands Acknowledgement	2a.1*		Skatvold
	III. Roll Call			Kovitz
	1. Board Members & Guests			
	IV. President's Report			Chesley
	A. Faculty Recognition			Julian
	1. Tenure	4a.1*	X	
	2. Promotion	4b.1*	X	
	3. Sabbatical	4c.1*	X	
	4. Emeritus	4d.1*	X	
	B. Administrator/Confidential Emeritus	4e.1*	X	Boehme
	V. Agenda Changes			Skatvold
	VI. Public Comment			Kovitz
	1. Notice of Supplemental Budget Hearing	6a.1*		Dona ^A
	VII. Consent Agenda***			
	1. Minutes			
	a. Regular Meeting (February 10, 2021)	7a.1*	X	Skatvold
	2. Resolution of Supplemental Budget Hearing	7b.1*	X	Dona ^A
	VIII. Information Items			
	1. Financial Statement	8a.1*		Knutson ^A
	2. New Hire Reports	8b.1*		Boehme ^A
	3. Re-Opening Plan Update	8c.1*		McCoy ^A
	4. Legislative Update	8d.1*		McCoy ^A
	5. CPS Update			Dona/Chesley ^A
	IX. Old Business			
	1. Board Policy Review- Committee Principles, Nondiscrimination	9a.1*	X	Tatom ^A
	X. New Business			
	1. Library Boiler & Chiller Replacement	10a.1*	X	McCoy/Myers ^A
	2. LMS transition / Instructure Canvas	10b.1*	X	Julian ^A
	3. Tuition Perspectives			Dona/Chesley ^A
	XI. Board of Directors' Operations			Skatvold
	1. Board Member Activities			
	XII. President's Report - Continued			Chesley
	XIII. Dates			
	1. Friday, March 26, 2021 – Board of Directors' Spring Retreat 9:00am – 12:00pm			
	2. Tuesday, March 30, 2021 – Board Student Success Committee meeting @ 3:00pm			
	3. Tuesday, April 6, 2021 – COCC Real Estate Committee meeting @ 3:30pm			

* Material to be distributed via e-mail & USPS (as necessary)

** Times listed on the agenda are approximate to assist the Chair of the Board.

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4. Wednesday, April 14, 2021 – Board of Directors’ Meetings @ 5:45pm

XIV. Adjourn to Executive Session

XV. Executive Session

ORS 192.660 section 1, subsection d, Labor Negotiations

ORS 192.660 section 1, subsection i, Performance Evaluation of CEO

XVI. Adjourn to Open Session

XVII. Open Session

XVIII. Adjourn

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Purpose: To acknowledge someone is to say, “I see you. You are significant.” The purpose of a land acknowledgement is to recognize and pay respect to the original inhabitants of a specific region. It is an opportunity to express gratitude and appreciation to those whose territory you exist in.

COCC Land Acknowledgement

(Condensed Version)

COCC would like to acknowledge that the beautiful land our campuses reside on, are the original homelands of the **Wasq’ú** (Wasco), and the **Wana Lama** (Warm Springs) people. They ceded this land to the US government in the Treaty of 1855. The **Numu** (Paiute) people were forcibly moved to the Warm Springs Indian Reservation starting in 1879. It is also important to note that the Klamath Trail ran north through this region to the great Celilo Falls trading grounds and the Klamath Tribes claim it as their own. Descendants of these original people are thriving members of our communities today. We acknowledge and thank the original stewards of this land.



**Central Oregon Community College
Board of Directors: Resolution**

Subject	Approve granting tenure to: Vaughan Briggs, Jacquelyn Coe, Susan Miller, Alan Nunes, Paula Simone, Amy Wheary.
Prepared By	<i>Dan Alberghetti (Chair), Josh Evans, Michael Fisher, Sara Henson, Amanda Layton, Wayne Yeatman.</i>

A. Background

The tenure process is the culmination of five years of probationary teaching at Central Oregon Community College. In order for these recommendations to reach the Board of Directors, the following activities have taken place:

1. Three years of evaluation by a Peer Team and a Designated Evaluator. This process can include classroom observations, discussions of objectives with the instructor, examination of materials, and group meetings with students.
2. Five years of student evaluations (carried out in all courses from at least one quarter for each of the five years).
3. Class visits by the Vice President for Instruction or an Instructional Dean in the second year.
4. Annual Reports of Service by the faculty member including evaluation comments by the Designated Evaluator.
5. Professional Improvement Plan documentation (one completed 4-year PIP cycle, including PIP final report).
6. Recommendation for tenure by the Designated Evaluator.
7. Recommendation for tenure by the Vice President for Instruction after a comprehensive review of the files.
8. Comprehensive review of files by the Tenure Committee, deliberation by the Tenure Committee, and recommendations to the President.

Vaughan Briggs, an Assistant Professor II of Business Administration, earned a Master of Business Administration from UCLA, and a Master of Arts in Teaching from Eastern Oregon University. Vaughan serves as the Business Program Director and is the upcoming Chair of the Department of Business, Aviation and GIS in 2021-22. Vaughan taught eight different classes for the Business Department in the 2019-20 academic year including Intro to Business, Payroll Accounting, Personal Finance, Business Analysis and Budgeting and Entrepreneurship. Vaughan successfully adapted his courses to support students through online delivery during COVID.

Jacquelyn Coe, an Assistant Professor II of Mathematics, earned a Master of Mathematics Education from Portland State University, and a Master of Divinity from Multnomah University. Jacquie has been a department leader in online teaching, redesigning the developmental Math program and working with the Title III Grant. Jacquie was one of a select group of instructors around the country to be awarded a fellowship to participate in Project ACCESS through the American Mathematical Association of Two-Year Colleges (AMATYC). Jacquie teaches a range of Math courses from beginning to advanced including Beginning Algebra, Intermediate Algebra, College Algebra, and Calculus.

Susan Miller, an Assistant Professor II of Nursing, earned a Master of Nursing from Emory University. Susan is the nursing liaison with the hospital and organizes the placement of second-year nursing students in clinicals and capstone experiences. Susan's teaching duties include teaching classes like Nursing 206, 207, and 208 and serving as the Clinical Coordinator and Capstone Coordinator. During COVID restrictions, Susan successfully adapted the curriculum to create simulated capstone and clinical experiences for the students.

Alan Nunes is an Assistant Professor II of LMT and a Licensed Massage Therapist. Alan is the Program Director for the LMT program and is also working towards a Bachelor's Degree. Alan has spent countless hours turning in-person classes to remote online learning, while maintaining state and national accreditation standards. Alan teaches Introduction to Massage Therapy, Massage I, Zen Shiatsu, Eastern Theory and Practice, Therapeutic Clinic courses.

Paula Simone, an Associate Professor of Structural Fire Science, earned a Master of Science from Eastern Kentucky University. Paula serves as the Department Chair of Natural and Industrial Resources and the Program Director for Structural Fire Science. She holds regional and nationally elected positions in Fire Science organizations. Paula has overhauled the Wildland Fire and Structural Fire programs for the college. She teaches a large variety of classes including: Intro to Emergency Services, Public Education and Fire Prevention, Structural Fire Science, Fire Investigation, Fire Entry Exams, Fire Behavior and Combustion I, and Fire Service Administration to name only a few.

Amy Wheary, an Assistant Professor II of Nursing, holds a Bachelor's Degree in Nursing from Arizona State University as well as a Bachelor's Degree in Anthropology from the University of Oregon. In addition to teaching both first- and second-year Nursing courses, Amy is the Coordinator of the Learning Resource Center (LRC), which supports the labs for the nursing instructors and students. Amy handles the purchasing and storage of supplies and equipment, and is responsible for all scheduling at the LRC. Needless to say, this has been especially challenging during the past year. Nonetheless, Amy's colleagues have praised her ability to perform under stressful circumstances and keep the LRC running smoothly in spite of the ongoing pandemic.

B. Options/Analysis

Grant tenure to Vaughan Briggs, Jacqueline Coe, Susan Miller, Alan Nunes, Paula Simone, and Amy Wheary.

Decline granting tenure to Vaughan Briggs, Jacqueline Coe, Susan Miller, Alan Nunes, Paula Simone, and Amy Wheary.

C. Timing

Tenure is effective with the 2021-22 academic year.

D. Budget Impact

None

E. Proposed Resolution

Be it resolved that the Board of Directors of Central Oregon Community College grants tenure to Vaughan Briggs, Jacqueline Coe, Susan Miller, Alan Nunes, Paula Simone, and Amy Wheary.



**Central Oregon Community College
Board of Directors: Resolution**

Subject	Promotion of faculty
Prepared By	Betsy Julian, Vice President for Instruction Eric Magidson, Chair of Promotions Committee

A. Background

Promotion recommendations are made in accordance with College policies G-34-3. The Promotions Committee felt, and the President concurs, that the candidates selected are all worthy and should be promoted.

B. Options/Analysis

- Accept the promotion recommendations.
- Decline to accept the recommendations and refer back to the committee.

C. Timing

Promotions are effective with the 2021-22 academic year.

D. Budget Impact

Promotions are provided for in the budget.

E. Proposed Resolution

Be it resolved that the Board of Directors of Central Oregon Community College promote the faculty as recommended by the Promotion Committee:

Assistant Professor I to Assistant Professor II

Michelle Aistear joined COCC in 2018 and within her first year, became Director of the Health Information Management (HIM) program, updated the program's curriculum to meet current regulatory standards, and created online versions of all courses to prepare the program for an online degree offering. Also noteworthy is Michelle's education, as she works toward a Bachelors in HIM from Weber State University.

Dr. Cierra Buer joined COCC in 2018 as the Medical Director of the Veterinary Technician program housed in Redmond. Currently, Cierra teaches courses including Veterinary Terminology, Large Animal Nursing with Labs, and Surgical Nursing with Dentistry. In addition to managing the Institutional Animal Care and Use Committee (IACUC) program protocols, she volunteers her professional services for Central Oregon animal shelters.

Matthew Higgins joined COCC in 2018 teaching the Anatomy and Physiology sequence and Microbiology as well as accompanying labs. Matthew has played a leading role in overhauling the lab curriculum and collaborating with other faculty to update lecture and online capabilities for Microbiology. In the community, he has volunteered at the Regional High School Science Expo, the Boys and Girls Club, and has been a guest lecturer at the Sage School of Massage.

Leslie Houston joined in 2018 as an instructor in Dental Assisting. She teaches Dental Materials, Dental Radiology, Oral Medicine Dental Seminar, and Dental Practicum. Leslie spent Summer 2020 creating three hybrid and online courses for Fall 2020 and incorporates gamification and hands-on activities in her teaching.

Kristin Lambert joined COCC in 2018, serving as the Nursing Program Director, teaching second-year nursing courses, and playing a significant role in gaining accreditation for the program. Seeing a community need and recognizing an opportunity for students, Kristin helped to coordinate a program that has allowed COCC Nursing students to volunteer as COVID-19 screeners for staff entering St. Charles medical facilities.

Kimber Mattox joined COCC in 2018 teaching Biology and Nutrition in the Science Department. Her courses include Anatomy and Physiology, Human Nutrition, and Nordic Ski Conditioning. Kimber's experience as a professional athlete informs her teaching and the development of a new course in Biology (Essentials in Human Biology) for the Allied Health Department.

Eileen Sather joined COCC in 2017 teaching academic and creative writing with the Humanities Department. She collaborated with colleagues in planning, designing, and implementing new materials for developmental literacy through the Title III grant program. Eileen is active in the community serving as a College Now mentor for high school instructors and participating in the Cascades Conversations collaboration of college and high school writing instructors.

Lisa Shipman joined COCC in 2017 in the Aviation Program. Her contributions include advising 140 students, managing flight training and labs, and developing noteworthy courses like "Flying Companion," which helps to educate non-aviation partners to better understand and participate in their pilot partners flight training and duties.

Dr. Carrie Walker joined COCC in 2019 and teaches in the Humanities Department. Carrie teaches courses in developmental literacy, academic writing, literature and culture of Africa, and literature of the American West. She is a long-term volunteer and part of the film selection committee for the Portland Cascade Festival of African Film.

Hal Wershow joined COCC in 2018, teaching Geology in the Science Department. By developing twelve virtual field trips, he was able to create digital experiences to foster accessibility. These videos reflect his passion in advocating for students and facilitating his transition to remote instruction. Hal's student advising is informed by the connections he's made with the geology department at OSU.

Assistant Professor II to Associate Professor

Angie Cole started in 2017, teaching Early Childhood Education (ECE) classes such as Intro to Education, Teaching practicum, and Childrens Literature while collaborating with the state and other community colleges on the Major Transfer Map for Early Childhood Education. Her focus on improving accessibility and inclusivity for students has led to innovations, like using OER textbooks and working with OSU-Cascades to align coursework and reduce pre-requisites for ECE students and in the community.

Kristin Dorsey started at COCC in 2014 and teaches in the Humanities Department. She teaches Academic Composition, Writing Seminar, and Creative Writing. Kristin is a founding member and board member of the Writer's Collective of Central Oregon and has served as a guest lecturer for the Youth Equity Leadership Summit and the Deschutes Public Library.

Michael Hansen joined COCC as a part-time instructor in 2010 and serves as the chair of the Business Department, which includes the Geographic Information Systems and Aviation programs. Through his involvement with the Bend Chamber of Commerce and Bend City Club, Michael ensures that students receive up-to-date training in line with recent trends and forecasts.

Dr. Merideth Humphries joined COCC in 2014 as an Assistant Professor I of Biology, teaching Principles of Biology, Cells & Genes, Evolution, and recently developed and taught a Human Genetics course. Merideth maintains and raises living insects and cultures for lab use, fondly referring to it as her "mini-zoo."

Beth Palmer joined COCC in 2013 and immediately began leading the accreditation process for the Veterinary Technology department. Beth is the director of the Veterinary Technology Program. She teaches Small Animal Nursing, Parasitology and Pathology, Hematology and Urinalysis, Exotic and Lab Animal Medicine. Beth currently serves as President of the BrightSide Animal Center board of directors.

Dr. Michel Waller joined COCC in 2014. Michel's teaches courses in Archaeology, Forensic Anthropology, and Evolution of Human Sexuality. He has served the community by publishing research and promoting programs like the Archaeology Roadshow, a COCC-Deschutes Historical Society collaboration.

Shannon Waller joined COCC in 2010, eventually serving as the Director of Pharmacy Technology and now serving as the Director of Medical Assisting (MA). After the previous director retired, Shannon

enrolled in the Medical Assisting Program, received her certification, and assumed the role of program director. She is also the Chair of the Allied Health Department.

Dr. Wendi Wampler joined COCC in 2014, teaching courses in Engineering and Physics for the Science Department. Wendy is known for her “low risk high expectations” teaching style and her penchant for helping students visualize difficult concepts. She is a college and community leader in promoting research, assessment, and reflection in student learning.

Jonathan Wolf joined COCC in 2014 teaching Economics. Jon created two new courses: International Economics and Political Economics and uses situational learning to challenge students to solve problems and explore real economic concepts through investigation. He is often called on by local and regional media outlets to share his expertise on topics like income inequality, minimum wage, and economic development.

Associate Professor to Professor

Kevin Grove joined COCC in 2004, teaching in Science and Math. He is now with the Science Department, teaching courses in physics, engineering, and avalanche science. He is an avid snow science researcher, and this year, earned a two-term sabbatical for Winter and Spring Terms.

Tim Peterson joined COCC in 2008 and has served as the Program Director for Outdoor Leadership, Department Chair of Health and Human Performance, and chair of several college policy committees. Tim is an asset to our local and state communities as an expert on avalanche education, risk, and awareness. Noteworthy is Tim’s creative ability during the pandemic to convert courses, such as climbing and canoeing, to online offerings.



Central Oregon Community College Board of Directors: Information Item

Subject	Sabbatical for Eric Magidson, Jim Moodie, Emma Chaput, Michael Gesme.
Prepared By	<i>Jessica Giglio - Chair PIRT Committee</i> <i>Betsy Julian – Vice President for Instruction</i>

A. Background

Eric Magidson, Associate Professor of CIS

Sabbatical term: Fall 2021

A one-term proposal to increase his expertise and gain certifications in the operating system Linux. During this sabbatical, Eric plans to complete two courses with associated certifications, explore shadowing staff at the regional Apple Datacenter, and research creating a Regional Cybersecurity Camp.

Ken Swartwout, CIS department chair, writes in his letter of support: “The preparation that goes into attaining the proposed Linux certifications will help the CIS department to offer up-to-date courses and provide increased scheduling flexibility as a result. Eric’s desire to create a regional cybersecurity camp and work with Apple’s local datacenter will benefit the CIS department, COCC and the greater community. The training Eric proposed during the sabbatical will make him a more versatile instructor and will increase his value to the CIS department.”

Jim Moodie, Professor of Biology

Sabbatical term: Spring 2022

A one-term proposal to survey the eight major ecoregions of Oregon and create an OER ‘Field Guide to the Ecology of Oregon’. He will spend about a week in each region, researching, photographing, and creating videos. Then he will create the PDF OER to be used in BI 103.

Dr. Carol Higginbotham, Science department chair, writes in her letter of support: “The product of this work would have value for our Department and also for others who teach similar material across the state and region. This proposed project has real value, is a great fit for Jim, and is achievable on the time scale he has set up. He has put together a careful plan, thinking through not only what he wants to do but how he wants to do it. He has most of the required equipment. All he really needs is support from us in the form of time (and maybe some cooperative weather).”

Emma Chaput, Associate Professor of Biology

Sabbatical terms: Winter & Spring 2022

A two-term proposal to expand her knowledge and expertise in two areas of pedagogy—science literacy and undergraduate teaching to incarcerated persons—and in one biology sub-discipline, veterinary microbiology (particularly the trans-disciplinary One Health approach). She plans to complete courses and trainings in all of these areas, meet with representatives from established programs that provide higher education to incarcerated populations, and develop a science literacy curriculum appropriate for instruction at both COCC and a correctional facility.

Dr. Carol Higginbotham, Science department chair, writes in her letter of support: “The Department can clearly benefit from her activities, with Science Communication relevant to all of us and with outreach to the incarcerated a potential place for growth and mission fulfillment for COCC: I look forward to learning from her about how we can do better at these things. Her work on Veterinary Micro is directly applicable to work she has already done, where Biology connects to Public Health and career education in Vet Tech.”

Michael Gesme, Professor of Music

Sabbatical term: One term (spread across academic year).

A one-term proposal (to be spread out through the academic year at 5 load units per term) to work on rebuilding the Central Oregon Symphony and the Cascade Winds after the damage wrought by the pandemic. His activities will include developing a sustainable method of livestreaming concerts for these two ensembles, becoming fluent in the use of social media platforms to advocate for them, collaborating with performing arts organizations in similar circumstances, and participating in related conferences.

Dr. Annemarie Hamlin, dean overseeing the Fine Arts and Communication department, writes in her letter of support: “Michael’s sabbatical plan is well conceived and reasonable for the time that he is asking for. It is unquestionably a project that will not only renew and refresh his work (and perhaps his spirit) but it will also benefit the Central Oregon community as it re-engages in music opportunities broadly. Above all, after eight years as department chair of Fine Arts and Communication, Michael has earned the opportunity to focus on a passion project.”



Central Oregon Community College Board of Directors: Resolution

Subject	Emeritus status approval for retiring faculty: Peter Casey, Michele Decker, Rebecca Walker-Sands.
Prepared By	Betsy Julian, Vice President for Instruction Eric Magidson, Chair of Promotions Committee

A. Background

The Promotions Committee received nominations for faculty emeritus and have made recommendations for the above named faculty members for their deep commitment to the College, the students, and the community over multiple years of service.

B. Options/Analysis

- Approve emeritus status for retiring faculty: Peter Casey, Michele Decker, Rebecca Walker-Sands.
- Decline approval of emeritus status for retiring faculty: Peter Casey, Michele Decker, Rebecca Walker-Sands.

C. Timing

Effective with their retirement.

D. Budget Impact

None.

E. Proposed Resolution

Be it resolved that the Board of Directors of Central Oregon Community College district approves emeritus status for retiring faculty members Peter Casey, Michele Decker, Rebecca Walker-Sands.



Central Oregon Community College Board of Directors: Resolution

Subject	Emeritus status approval for retiring Administrative/Confidential Employees: Vickery Viles, Julie Smith
Prepared By	Laura Boehme, Chief Information/Human Resources Officer
Approved By	Laurie Chesley, President

A. Background

The President received nominations for Administrative Emeritus and has made the recommendation for the above-named Administrator/Confidential Employees for their commitment to the College, the students, and the community over their multiple years of service.

B. Options/Analysis

- Approve Emeritus status for retiring Administrative/Confidential Employees: Vickery Viles, Julie Smith
- Decline approval of Emeritus status for retiring Administrative/Confidential Employees: Vickery Viles, Julie Smith

C. Timing

Effective with retirement date.

D. Budget Impact

None.

E. Proposed Resolution

Be it resolved that the Board of Directors of Central Oregon Community College district approves Emeritus status for retiring administrative employee **Vickery Viles** and retiring confidential employee **Julie Smith**.

Vickery Viles, Director for Curriculum and Assessment

Vickery began working at COCC in 1989 as a Part-Time Advisor for Central Oregon Consortium for Higher Education (COCHE) and was soon promoted to Assistant Director. Vickery later transferred to Continuing Education in 1995, fulfilling the roles of Program/Development Coordinator, Distance Learning Coordinator and Interim Director. In 2003 Vickery was asked to assume leadership for a new department within COCC, CAP Center (Career, Academic and Personal Counseling). The goal of this new Center was to bring together three different areas under one umbrella and build a shared vision for a seamless and successful student experience. Starting with just two other staff, Vickery's foundational and forward-thinking work, as well as a commitment to excellence, built a department that is now pivotal to the student experience, provides coordinated support for professional and faculty advisors alike, elevates career services, and successfully partners with a community agency to provide much needed student mental health support. Vickery's commitment to continuous improvement at all levels of the institution

clearly showed as she was once again asked to assume a new leadership role in 2015 as the Director for Curriculum and Assessment. Vickery structured department responsibilities, created a second position, and began facilitating college processes to document and assess student learning outcomes to improve the quality of teaching, learning, and student success. During her 31 years of service to the college, Vickery also taught as a Part-Time Instructor for the Business Department. In 2014 she was named Administrator of the Year. Vickery will retire enjoying Nordic skiing and camping with family and friends.

Julie Smith, Executive Assistant to the President

Julie began working at COCC in 2001 in the position of Executive Secretary, providing administrative support to the President, Board of Directors, and committees formed by the President. Julie supported four Presidential appointments – Dr. Robert Barber, Dr. James Middleton, Dr. Shirley Metcalf and Dr. Laurie Chesley. Having seen many changes, enhancements, progress and growth over the years Julie participated in several milestone events. To name just a few – the planning and construction of the Cascade Culinary Institute/Jungers Culinary Center, the creation of two northern campuses in 2011 (Madras and Prineville), and the expansion of the Redmond campus in 2014. Julie helped to host the College 50th Anniversary celebration with President Metcalf in 2015. One of Julie's signature events, and one that was a favorite with COCC staff, was the annual President's Holiday Open House which Julie solely organized. There are many other items/events she was involved in however most importantly, Julie always maintained and represented the President's office with the utmost professional manner and was a valuable asset to the College leadership.

NOTICE OF SUPPLEMENTAL BUDGET HEARING

- Use for supplemental budget proposing a change in any fund's expenditures by more than 10 percent.

A public hearing on a proposed supplemental budget for Central Oregon Comm. College, for the current fiscal year, will be
(District name)

held at ZOOM / Facebook Live.
(Location)

The hearing will take place on March 10, 2021 at 5:45 a.m. p.m. The purpose
(Date) (Time)

of the hearing is to discuss the supplemental budget with interested persons.

A copy of the supplemental budget document may be inspected or obtained on or after March 4, 2021 at
(Date)

ddona@cooc.edu, between the hours of 8:00 a.m. p.m. and 5:00 a.m. p.m.
(Location)

SUMMARY OF PROPOSED BUDGET CHANGES
AMOUNTS SHOWN ARE REVISED TOTALS IN THOSE FUNDS BEING MODIFIED

FUND: FINANCIAL AID FUND

Resource	Amount	Expenditure—indicate Org. unit / Prog. & Activity, and Object class.	Amount
1. Federal Grants	\$ 12,526,000	1. Materials/Services	\$ 12,526,000
2.		2.	
3.		3.	
Revised Total Fund Resources	\$ 19,514,105	Revised Total Fund Requirements	\$ 19,514,105

Explanation of changes:

To increase budget appropriation authority for the Coronavirus Aid Relief and Economic Security Act (CARES- \$1.9 million) and Coronavirus Responce and Relief Supplemental Appropriations Act (CRRSAA- \$1.7 million) federal funding received for direct student support.

FUND: SPECIAL REVENUE FUND

Resource	Amount	Expenditure—indicate Org. unit / Prog. & Activity, and Object class.	Amount
1. Federal Grants	\$ 8,834,974	1. Materials/Services	\$ 8,834,974
2.		2.	
3.		3.	
Revised Total Fund Resources	\$ 11,289,354	Revised Total Fund Requirements	\$ 11,289,354

Explanation of changes:

To increase the budget appropriation authority for the Coronavirus Aid Relief and Economic Security Act (CARES- \$1.6 million) and Coronavirus Responce and Relief Supplemental Appropriations Act (CRRSAA- \$4.7 million) federal funding received for institutional support.



CENTRAL OREGON
COMMUNITY COLLEGE
Board of Directors' Meeting – MINUTES
Wednesday, February 10, 2021 – 5:45 PM
Zoom / Facebook Live

TIME**	ITEM	ENC.*	ACTION	PRESENTER
5:45pm	I. Call to Order			Unger
	II. Native Lands Acknowledgement Alan Unger read the COCC Native Land Acknowledgement.	2a.1*		Unger
	III. Roll Call <u>Board Members & Guests present</u> Alan Unger (Vice-Chair), Jim Clinton, Oliver Tatom, Laura Craska Cooper, Joe Krenowicz, Bruce Abernethy, Laurie Chesley (COCC President), Alicia Moore, Matt McCoy, Zak Boone, Betsy Julian, David Dona, Laura Boehme, Cathleen Knutson, Paul Taylor, Peter McCaffrey, Seana Barry, Julie Downing, Sharla Andresen, Jennifer Kovitz, Michael Fisher, Deena Cook.			Kovitz
	IV. Agenda Changes 1. Oliver Tatom updated agenda item VIII.4 from Old Business to an Information Item.			Unger
	V. Public Comment No public comment.			Kovitz
	VI. Consent Agenda*** 2. Minutes a. Regular Meeting (January 13, 2021) 6a.1*		X	Unger
	3. Motion to approve Consent Agenda • 1 st Joe Krenowicz • 2 nd Oliver Tatom • Motion Approved – Five Approved. None opposed. Erica Skatvold and Laura Craska Cooper were absent for vote.			
	VII. Information Items 1. Financial Statement No questions at this time.	7a.1*		Knutson ^A
	2. New Hire Reports No questions at this time.	7b.1*		Boehme ^A

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VIII. Old Business

1. Re-Opening Plan Update McCoy/Downing/Andresen^{AP}
Matt McCoy, Vice President for Administration, Julie Downing, Instructional Dean and Sharla Andresen, Director of Risk Management provided a presentation on the required update for COCC's Re-Opening Plan, which this month, included an update from the Vaccination Subcommittee.
2. Legislative Update McCoy
Matt McCoy provided a presentation to update the Board on Oregon Legislature noting that the legislative session is in full swing with the majority of the activity being virtual.
3. Outcrop Subdivision Update 8a.1* McCoy/McCaffrey^A
A further update from William Smith Properties (WSPI) on the sale of the lots from Phase I of the Outcrop subdivision to Curtis Homes. WSPI and Matt McCoy will provide Board members an opportunity to review the sale agreement with Curtis Homes in the near future.
4. GP Board Policy review 8b.1* Craska Cooper/Tatom^A
Laura Craska Cooper and Oliver Tatom updated the Board on the recent Board Policy review.

IX. New Business

1. CTE Month Resolution 9a.1* X McCoy^A
The Board passed a resolution declaring February 2021 "CTE Month" at COCC.
2. Motion to approve Resolution
 - 1st Laura Craska Cooper
 - 2nd Jim Clinton
 - Motion Approved – Six Approved. None opposed.
Erica Skatvold was absent for vote.
3. Meal of the Year Update 9b.1* Boone
Zak Boone, Chief Advancement Officer, provided an update on the menu for Meal of the Year.

X. Board of Directors' Operations

Unger

1. Board Member Activities

Alan Unger

OCCA Legislative calls, OCCA Board meeting, phone calls with Erica Skatvold and Laurie Chesley, Diversity, Equity and Inclusion Committee, Board member discussions with Jim Clinton and Oliver Tatom, Kiwanis meeting featuring College Now representative, Cady-Mae Koon, observed virtual program from Jelani Cobb

Joe Krenowicz
Erica Skatvold
Jim Clinton

Individual Zoom meeting with Laurie Chesley
No activities to report
No activities to report

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Laura Craska-Cooper Policy Review Committee meeting, individual Zoom meeting with Laurie Chesley, observed virtual program from Jelani Cobb, attended Foundation meeting

Oliver Tatom Observed virtual program from Jelani Cobb, Policy Review Committee meeting

Bruce Abernethy Meeting with Blakelee Evans, Afro-Centric Coordinator.

XI. President's Report

1. Student Emergency Fund recipients panel 11a.1* **Chesley Moore^A**
Two students who received support from COCC's Student Emergency Fund shared stories of the impact the funds had on their education and lives.
2. Department of Labor Grant **Fisher**
Michael Fisher, Instructional Dean, shared the news about the College's recent receipt of a Department of Labor Grant to boost manufacturing classes and industry partnerships.

XII. Dates

1. Friday, March 5, 2021 – Board Policy Review Committee meeting @ 12:00pm
2. Wednesday, March 10, 2021 - Board of Directors' meeting @ 5:45pm
3. Tuesday, March 30, 2021 – Board Student Success Committee meeting @ 3:00pm

XIII. Adjourn to Executive Session

XIV. Executive Session

ORS 192.660 section 1, subsection d, Labor Negotiations

XV. Adjourn to Open Session

XVI. Open Session

XVII. Adjourn

* Material to be distributed via e-mail & USPS (as necessary)

** Times listed on the agenda are approximate to assist the Chair of the Board.

*** Confirmation of Consent Agenda items submitted by the President. Any item may be moved from the Consent Agenda to Old/New Business by a Board Member asking the Chair to consider the item separately.

P = indicates a Presentation will be provided.

A = indicates the presenter is Available for background information if requested.

**Central Oregon Community College
Board of Directors: Resolution**

Prepared by: David Dona, Chief Financial Officer

Subject:	Approval of fiscal year 2020-21 Supplemental Budget
Strategic Plan Connection:	Institutional Efficiency

A. Background

After July 1 when a local government is operating within the adopted budget for the current fiscal year, changes in appropriated expenditures are sometimes necessary. Appropriations may be increased due to an occurrence or condition that was not known at the time the budget was prepared. A supplemental budget is required to pay additional expenditures and spend additional revenue. The process of preparing a supplemental budget is determined by the percentage of the proposed budget changes. The proposed expenditure increases in the Financial Aid Fund and Special Revenue Fund are linked to the receipt of federal funding from the Coronavirus Aid Relief and Economic Security Act (CARES) and the Coronavirus Response and Relief Supplemental Appropriations Act (CRRSAA). These increases are greater than ten percent, which requires using the longer process to adopt the supplemental budget. The three required steps are provided below:

- 1) A special hearing must be held to discuss and adopt the supplemental budget. The hearing is held by the governing body. The budget committee is not required to be involved.
- 2) Five to thirty days before the hearing, a notice of hearing and summary of the proposed supplemental budget is published using one of the publication methods.
- 3) The governing body may adopt and appropriate the supplemental budget following the hearing.

B. Options

- 1) Approve the proposed Supplemental Budget
- 2) Do not approve the proposed Supplemental Budget

C. Timing

Approval of the supplemental budget at this time will allow the use of CARES and CRRSAA federal funding while remaining in full compliance of Oregon Budget Law.

D. Budget Impact

There are no changes to the 2020-21 fiscal year ending fund balances for the Financial Aid and Special Revenue funds as the proposed increases in expenditures are equal to increases in resources. The total revised resources and requirements are provided below:

- Financial Aid Fund: Revised total fund resources and requirements \$19,514,105
- Special Revenue Fund: Revised total fund resources and requirements \$11,289,354

E. Proposed Resolution

Be it resolved that the Central Oregon Community College Board of Directors hereby approve the changes to the 2020-21 fiscal year budget as identified in the supplemental budget.



Central Oregon Community College
Monthly Budget Status
Highlights of January 2021 Financial Statements

Cash and Investments

The College's operating cash balances currently total \$38.0 million. The January average yield for the Local Government Investment Pool remains unchanged from the prior month at .75 percent.

General Fund Revenues

The College received the third State Aid payment of \$2.0 million in January. The budgeted transfers-in have been posted for the year.

General Fund Expenses

The expenses through January 2021 include the required budgeted inter-fund transfers-out for the fiscal year.

Budget Compliance

All general fund appropriation categories are within budget.

Central Oregon Community College
Monthly Budget Status
 January 2021

Exhibit 6a
 10-Mar-21

<u>General Fund</u>	<u>Adopted Budget</u>	<u>Year to Date Activity</u>	<u>Variance Favorable (Unfavorable)</u>	<u>Percent of Budget Current Year</u>	<u>Percent of Budget Prior Year</u>
Revenues					
District Property Taxes:					
Current Taxes	\$ 18,554,000	\$ 17,636,403	\$ (917,597)	95.1%	93.1%
Prior Taxes	475,000	372,298	(102,702)	78.4%	122.3%
Tuition and fees	17,939,000	11,537,605	(6,401,395)	64.3%	70.0%
State Aid	8,075,000	6,218,315	(1,856,685)	77.0%	88.2%
Program and Fee Income	40,000		(40,000)	0.0%	25.8%
Interest & Misc. Income	180,000	41,729	(138,271)	23.2%	27.2%
Transfers-In	2,100,000	2,100,000	-	100.0%	100.0%
Total Revenues	\$ 47,363,000	\$ 37,906,350	\$ (9,456,650)		
Expenses by Function					
Instruction	\$ 22,357,817	\$ 10,446,114	\$ 11,911,703	46.7%	50.2%
Academic Support	4,191,531	1,998,583	2,192,948	47.7%	55.1%
Student Services	5,252,869	2,547,081	2,705,788	48.5%	47.0%
College Support	6,033,401	2,945,651	3,087,750	48.8%	55.7%
Plant Operations and Maintenance	4,770,050	2,193,197	2,576,853	46.0%	46.2%
Information Technology	4,697,012	2,386,916	2,310,096	50.8%	47.4%
Financial Aid	112,897	34,759	78,138	30.8%	65.5%
Contingency	800,000		800,000	0.0%	0.0%
Transfers-Out	1,840,620	1,840,620	-	100.0%	100.5%
Total Expenses	\$ 50,056,197	\$ 24,392,921	\$ 25,663,276		
Revenues Over/(Under) Expenses	\$ (2,693,197)	\$ 13,513,429	\$ 16,206,626		

Central Oregon Community College
Monthly Budget Status
 December 2020

Exhibit 6a
 10-Mar-21

	<u>Adopted Budget</u>	<u>Year to Date Activity</u>	<u>Variance Favorable (Unfavorable)</u>	<u>Percent of Budget Current Year</u>	<u>Percent of Budget Prior Year</u>
<u>Non General Funds</u>					
Debt Service Fund					
Revenues	\$ 5,865,252	\$ 5,054,037	\$ (811,215)	86.2%	86.0%
Expenses	5,962,457	2,409,790	3,552,667	40.4%	41.2%
Revenues Over/(Under) Expenses	\$ (97,205)	\$ 2,644,247	\$ 2,741,452		
Grants and Contracts Fund					
Revenues	\$ 4,009,354	\$ 1,367,542	\$ (2,641,812)	34.1%	27.8%
Expenses	4,210,893	1,714,491	2,496,402	40.7%	35.0%
Revenues Over/(Under) Expenses	\$ (201,539)	\$ (346,949)	\$ (145,410)		
Capital Projects Fund					
Revenues	\$ 359,198	\$ 309,549	\$ (49,649)	86.2%	128.5%
Expenses	3,792,052	554,043	3,238,009	14.6%	23.4%
Revenues Over/(Under) Expenses	\$ (3,432,854)	\$ (244,494)	\$ 3,188,360		
Enterprise Fund					
Revenues	\$ 6,094,984	\$ 774,560	\$ (5,320,424)	12.7%	53.0%
Expenses	6,908,188	3,124,886	3,783,302	45.2%	54.1%
Revenues Over/(Under) Expenses	\$ (813,204)	\$ (2,350,326)	\$ (1,537,122)		
Auxiliary Fund					
Revenues	\$ 8,099,716	\$ 5,117,577	\$ (2,982,139)	63.2%	67.7%
Expenses	10,787,175	5,493,334	5,293,841	50.9%	52.2%
Revenues Over/(Under) Expenses	\$ (2,687,459)	\$ (375,757)	\$ 2,311,702		
Reserve Fund					
Revenues	\$ 12,206	\$ -	\$ (12,206)	0.0%	0.0%
Expenses	525,000	496,198	28,802	94.5%	93.0%
Revenues Over/(Under) Expenses	\$ (512,794)	\$ (496,198)	\$ 16,596		
Financial Aid Fund					
Revenues	\$ 14,963,870	\$ 4,591,128	\$ (10,372,742)	30.7%	57.6%
Expenses	15,039,975	7,058,656	7,981,319	46.9%	60.1%
Revenues Over/(Under) Expenses	\$ (76,105)	\$ (2,467,528)	\$ (2,391,423)		
Internal Service Fund					
Revenues	\$ 215,176	\$ 31,639	\$ (183,537)	14.7%	46.7%
Expenses	251,785	84,514	167,271	33.6%	51.1%
Revenues Over/(Under) Expenses	\$ (36,609)	\$ (52,875)	\$ (16,266)		
Trust and Agency Fund					
Revenues	\$ 9,799	\$ 2,067	\$ (7,732)	21.1%	53.5%
Expenses	18,050	5,610	12,440	31.1%	2.1%
Revenues Over/(Under) Expenses	\$ (8,251)	\$ (3,543)	\$ 4,708		

Exhibit: 6.a
10-Mar-21

Central Oregon Community College

Cash and Investments Report

As of January 31, 2021

College Portfolio	<u>Operating Funds</u>	<u>Trust/Other Funds</u>
Cash in State Investment Pool		
4089 - General operating fund	\$ 36,564,218	
3624 - Robert Clark Trust		\$ 387,271
January Average Yield 0.75%		
Cash in USNB	\$ 1,419,047	
Cash on Hand	\$ 4,600	
Total Cash	<u>\$ 37,987,865</u>	<u>\$ 387,271</u>



Central Oregon Community College
Board of Directors
New Hires Report
Date of Hire: February 1-28, 2021

Board Meeting Date: March 10, 2021
Exhibit No.: 8b.1

Name	Hire Date	Job Description	Department
Temporary Hourly			
Andrasik, Sean Andrew	2/2/2021	Paramedic Instruct. Assistant	Emergency Medical Services
Bunning, James	2/1/2021	Certified Flit Instructor III	Aviation Program
Bunning, James	2/1/2021	CFI Training	Aviation Program
Prater, Diane Skeels	2/1/2021	Business Systems Programmer	Management Information Systems
Presler, James H	2/1/2021	CFI-Training	Aviation Program
Presler, James H	2/1/2021	Cert. Flight Instructor III	Aviation Program



Central Oregon Community College Board of Directors: Information Item

Subject	March 2021 COVID-19 Reopening Update
Strategic Plan Initiatives	IE-1: Improve practices and systems related to providing a supportive and productive workplace.
Prepared By	Matt McCoy, VP for Administration

A. Background

This is the state-required monthly update on COVID-19-related activities at Central Oregon Community College. March also marks the one-year anniversary of COCC's response to the coronavirus pandemic.

Since the last update at the February 10, 2021 COCC Board meeting, activities continue in several areas, including:

- **Vaccination Subcommittee** - The Vaccination Subcommittee of the Reopening Task Force continues to meet weekly. They monitor Central Oregon vaccine availability and eligibility, and regularly share information with the College community in a Friday email to all employees; this weekly communication is informed by internal expertise and external sources, offering valuable insights into the most recent developments. The Subcommittee also respond to employees' specific questions related to vaccines, hosted a presentation at the February Snack Chat with COCC Science faculty member Emma Chaput and Deschutes County Health spokesperson Emily Freeland. The group also [created a YouTube video](#) on the science of COVID-19 vaccines to share with employees and the Central Oregon community at large.
- **Communications** – COCC's Marketing and Public Relations department continues to coordinate the sharing of COVID-19-related information.
- **Contact Tracing** – Sharla Andresen, COCC's Director of Risk Management, continues to conduct contact tracing for the College, in coordination with Deschutes County Health. The processes and protocols put in place by COCC at the start of the pandemic continue to serve the College well. As with the County, the number of reported cases is in decline.
- **Responding to Federal and State Guidance** – COCC continually watches for the latest updates from the CDC, Oregon OSHA, OHA, HECC, the Governor, and healthcare professionals, responding when needed to remain in compliance and following best practices. Information found on the COCC COVID-19 information webpages is updated to reflect changes in guidance <https://www.cocc.edu/news/coronavirus.aspx>, and is also available in Spanish <https://www.cocc.edu/news/covid19-espanol.aspx>
- **Summer and Fall Term Planning** – With vaccine distribution expanding and communities' risk level shifting towards Moderate and Low, the Reopening Task Force is planning for a gradual reopening of campuses when state and local guidance allows. Considerations include, but are not limited to: classroom capacity, facilities usage, residence hall usage, ventilation, cleaning,

workspace configuration, ingress and egress, mask and vaccination recommendations, and other topics. Updates will be included at future Board meetings.

Reaching the one-year milestone of reacting to COVID-19 at Central Oregon Community College offers an opportunity to thank the Board, College leadership, faculty, staff, and students for their commitment to making COCC as safe a place as can be, and for prioritizing higher education services in Central Oregon during a pandemic. A special thanks to the members of the Reopening Task Force for their ongoing efforts to complete this important work. Task Force and Subcommittee members are:

Sharla Andresen
Seana Barry
Lori Benefiel
Zak Boone
Scott Brown
Emma Chaput
Julie Downing
Andrew Davis
Tyler Hayes

Kevin Hughes
Jenn Kovitz
Matt McCoy
Peter Ostrovsky
Jennifer Peters
Paula Simone
Michel Waller
Shannon Waller



Central Oregon Community College Board of Directors: Information Item

Subject	Legislative Update
Strategic Plan Initiatives	SS-2: Enhance and promote the resources and tools available to help students efficiently complete their academic goal. SS-3: Enhance and promote the resources and support services available to help students overcome non-academic challenges.
Prepared By	Matt McCoy, VP for Administration

A. Background

The Oregon Legislature is in full swing, with the majority of business being conducted virtually due to the COVID pandemic. Highlights of the session include:

- **Revenue Forecast** – The February forecast is unexpectedly up by approximately \$800M, filling an anticipated budget gap. Federal relief funds are a big part of the reason for the increased tax revenues. The large increase will likely result in a \$517M kicker to taxpayers. Though 2021-2023 is looking better, there is still uncertainty for beyond 2023.
- **Community College Budget Hearings** – Hearings on community college funding are planned for April.
- **OCCA Legislative Summit** – The 2021 Legislative Summit will be virtual on the morning of April 14. The agenda includes a discussion of current community college legislative issues, a legislator panel discussion, and a community college panel discussion. The afternoon of the 14th is devoted to virtual meetings with legislators.
- **Community College Caucus** – The Caucus, organized by Representative Reardon and Senator Dembrow, generally meets bi-weekly and is open to all legislators. Working with OCCA, community colleges have the opportunity to showcase students and programs at the Caucus, increasing understanding of and developing support for Oregon community colleges.

Bills of Interest – we are tracking the following bills in coordination with the OCCA:

- **HB 2089 District Boundary Change.** Approves Proposed and Final Order of Higher Education Coordinating Commission dated December 12, 2019, transferring northernmost portion of Lake County from the Central Oregon Community College Service District to the Klamath Community College Service District. **Support.** Hearing and Work Session held in House Education Committee with Do Pass recommendation, and third reading in the House scheduled for March 8, 2021.
<https://olis.oregonlegislature.gov/liz/2021R1/Measures/Overview/HB2089>
- **HB 5505 Capital Construction.** Establishes amounts authorized for issuance of general obligation bonds, revenue bonds, certificates of participation and other financing agreements for the biennium. Central Oregon Community College’s Redmond Campus

- multipurpose classroom building is included in HB 5505. **Support.** Joint Ways and Means <https://olis.oregonlegislature.gov/liz/2021R1/Measures/Overview/SB5505>
- **HB 2907 Community College Budget.** Community College Budget – HB 2907 Appropriates moneys from General Fund to the Higher Education Coordinating Commission for Community College Support Fund (\$702M) for distribution to community colleges and community college service districts. It is anticipated that HB 2907 will not be the final vehicle for community college funding, but this allows for Representatives to sponsor a bill supporting community college funding. **Support.** House Education Committee. <https://olis.oregonlegislature.gov/liz/2021R1/Measures/Overview/HB2907>
 - **SB 233 Common Course Numbering.** Requires Higher Education Coordinating Commission to establish common course numbering system for all introductory and lower-level courses offered at public post-secondary institutions of education. **Support.** Hearing held. Senate Education Committee. <https://olis.oregonlegislature.gov/liz/2021R1/Measures/Overview/SB233>
 - **HB 2346 Transfer of Academic Credits.** Allows student to transfer academic credits from any course contained within foundational curriculum to any other community college or public university. **Support.** House Education Committee. <https://olis.oregonlegislature.gov/liz/2021R1/Measures/Overview/HB2346>
 - **HB 5023 Small Business Development Center (SBDC) Funding.** This is part of the Governor’s Recommended Budget (GRB). The GRB includes a \$1,800,000 reduction in state funding for SBDCs. There are 19 Centers in Oregon, including one at COCC. They are critical to Oregon’s economic recovery and reducing funding for SBDCs at this time will have a serve negative impact on our economy. **Oppose.** Joint Ways and Means Subcommittee on Education. Hearing held. <https://olis.oregonlegislature.gov/liz/2021R1/Measures/Overview/SB5523>

The bill numbers above reflect what is known at this time. More bills may appear and evolve as the session moves through the legislative process.



**Central Oregon Community College
Board of Directors: Resolution**

Subject	COCC Nondiscrimination Statement
Strategic Plan Initiatives	<ul style="list-style-type: none">• Student Experience 3: Promote diversity, inclusiveness and community on all campuses and online.• Institutional Efficiency 1: Improve practices and systems related to providing a supportive and productive workplace.
Prepared By	Oliver Tatom, COCC Board of Directors' Policy Review Committee

A. Background

In late spring 2020, the U. S. Department of Education implemented new regulations in regards to Title IX (includes sexual harassment, sexual assault, domestic and dating violence, and stalking). This change required a rewrite all of Title IX and nondiscrimination policies to ensure alignment with state and federal laws.

COCC's College Affairs Committee approved the Title IX and nondiscrimination policies in January 2021. The nondiscrimination statement added "military status" and "pregnancy." The COCC Board of Directors policy BEP 1-2 lists the individuals or groups included as part of COCC's nondiscrimination statement. As such, the Board of Directors' Policy Review Committee recommends that the COCC Board adopt parallel language and include the two changes adopted by College Affairs. By adding military status and pregnancy to the Board's policy, COCC reaffirms its commitment to creating a respectful learning environment that promotes greater student and employee success.

The proposed new statement is:

Ensure there will be no discrimination or harassment on the basis of age, disability, sex, marital status, national origin, ethnicity, color, race, religion, veteran or military status, sexual orientation, genetic information, gender identity, citizenship status, pregnancy or any other classes protected under Federal and State statutes in any educational programs, activities or employment.

B. Proposed Resolution

Be it hereby declared that the COCC Board of Directors approves adding military status and pregnancy to Board Policy BEP 1-2.



**Central Oregon Community College
Board of Directors: Resolution**

Subject	Barber Library Boiler Replacement
Strategic Plan Initiatives	Institutional Efficiency
Prepared By	Kathryne Myers

A. Background

Barber Library has four boilers that are 24 years old and in disrepair. Repairs have been necessary every year for the past six years. Two of the four boilers failed over six years ago and were stripped for parts to keep the other two boilers operational. These boilers are no longer produced and replacement parts are difficult if not impossible to obtain.

B. Options/Analysis

Boilers are essential for building operation. In the winter they keep the Barber Library heated and prevent pipes from freezing. We propose to replace the four-boiler system with three new more efficient boilers. This will save energy costs and still allow for 100% redundancy if one fails, preventing an interruption in operations.

The College conducted a public bid process beginning in December 2020 with seven bids submitted in January 2021. The winning bid was submitted by Oregon Cascade Plumbing & Heating in the amount of \$209,000. CEA Consulting Engineers provided \$5,950 of engineering services for the project to prepare the bid. The total anticipated costs for the project is \$214,950.

C. Timing

If the Barber Library Boiler Replacement project is approved, we will begin working with Oregon Cascade Plumbing & Heating to order the replacement boilers and materials. There is a 6-8 week delay before the boilers and material will arrive, possibly longer due to COVID-19 delays. Our anticipated completion date is May 14.

D. Budget Impact

Funds for the project are budgeted in the College REPAIR account.

E. Proposed Resolution

Be it resolved that COCC Board of Director's approve entering into the proposed contract with Oregon Cascade Plumbing & Heating for the boiler replacement at the Barber Library.



**Central Oregon Community College
Board of Directors: Resolution (or Information Item)**

Subject	Barber Library Chiller Replacement
Strategic Plan Initiatives	Institutional Efficiency
Prepared By	Kathryne Myers

A. Background

Barber Library has 1 chiller that is 24 years old and has needed repairs consistently over the past 5 years. This last summer 2020 we had a catastrophic failure and while conducting repairs it was determined the chiller is at the end of its useful life. Parts are no longer available to conduct major repairs and repair time has increased significantly due to the frequency and age of the chiller. The Barber Library has a high student use and the chiller has a significant impact on operations.

B. Options/Analysis

The chiller provides cool air for the Barber Library during warm weather and is essential for building operations. We propose to replace the current chiller with a more efficient chiller, which will save energy and reduce utility costs. The current chiller uses ethylene glycol which is toxic to people and to the environment. The new chiller will use propylene glycol instead, which is not toxic. Glycol is essential for chillers to operate to prevent freezing.

During summer term 2020, the Barber Library chiller failed and was out of commission for over two weeks. This caused areas of Barber Library to remain at over 85 degrees until repairs could be completed. We began researching repair/replacement options at that point and hired CEA Engineering in November to determine the best replacement option. The College conducted a public bid process at the end of January 2021. Four bids were submitted on February 24, 2021 and the winning bid was submitted by Apollo Mechanical in the amount of \$144,000. CEA Consulting Engineers provided \$5,950.

C. Timing

If the Barber Library Chiller Replacement project is approved, we will begin working with Apollo Mechanical to order the replacement chiller and materials. There is a 6-8 week lead time before the chiller and material will arrive, possibly longer due to COVID-19 delays. Our anticipated completion date is June 18, 2021.

D. Budget Impact

Funds for the project are budgeted in the College REPAIR account.

E. Proposed Resolution

Be it resolved that COCC Board of Director's approve entering into the proposed contract with Apollo Mechanical for the chiller replacement at the Barber Library.



**Central Oregon Community College
Board of Directors: Resolution**

Subject	Approve contract to transition COCC's LMS from Blackboard Learn to Instructure Canvas
Strategic Plan Initiatives	Student Experience SE-2; Student Success SS-1, SS-2; Community Enrichment CE-2
Prepared By	Kristine Roshau, Director of eLearning; Betsy Julian, Vice President of Instruction

A. Background

This motion is the result of a multi-phased effort that began in Fall 2019 to examine the efficacy of Blackboard Learn, our existing Learning Management System (LMS). This project was initiated by the Academic Affairs Committee in response to faculty and student complaints about the functionality of the Blackboard Learn system and increasing lack of technical support from the company. These efforts included extensive analysis, review of the market and local/regional institutions, surveying of the campus community and testing alternative products, which was conducted by the LMS Review Taskforce throughout Winter of 2019 and into Spring 2020.

After Requests For Information (RFIs) were collected and reviewed in Spring and Summer 2020, a final survey was conducted in October 2020 whereby the college community conclusively agreed (over 70% of 280 faculty respondents) that COCC would be better served by a different product to deliver digital course materials.

As eLearning, Instruction, and ITS began to prepare an RFP, we learned that the Organization for Educational Technology and Curriculum (OETC) had very recently negotiated a contract with Instructure Canvas for Higher Education. COCC is a member of OETC and frequently takes advantage of their higher education purchasing contracts that have already been aggressively negotiated and vetted according to the best interests of educational institutions across the state.

Entering into a direct contract with Canvas that has already been negotiated by OETC represents a highly favorable scenario for the college for several reasons, including:

- 1) Alignment with regional and local organizations – the Bend-LaPine school district, OSU-Cascades, and 6 of the other Oregon Community Colleges (with more in active reviews) use Canvas as their LMS. Continuing Education already offers several classes through Canvas using a limited free version of the product. Additionally, Washington and California both have state consortial licenses with their community colleges on Canvas, as do many 4-year colleges across Oregon (and nationally: as of August 2020, Canvas is the higher education LMS market leader at 39%).

If COCC were to adopt Canvas, we would be offering an easier transition for students coming out of high schools, transferring to or from other colleges, picking up extra credits, or taking community ed classes. It would also make the transition and migration and maintenance of course materials significantly easier for faculty who are coming from other regional institutions or teaching at multiple institutions at the same time.

- a. In our October survey, 80.5% of previous Canvas users wanted to move off the Blackboard platform, strongly suggesting that their teaching experience was better on Canvas.
 - b. Students consistently list the inconsistent nature of Blackboard course design as a barrier to learning. The Canvas platform is more universal by default, but our migration package also includes the addition and development of a custom template that can be applied to all courses, ensuring a more universal look and navigation across courses.
 - c. COCC has enough faculty with Canvas experience that we would be able to form a group of 'faculty ambassadors' with representatives in each department.
- 2) Time savings – By foregoing the RFP process COCC would have nine months, rather than five, to install, configure, migrate, test and rollout this new LMS to our staff and students. Due to staffing challenges in ITS and given the opportunity to begin working with faculty while the majority are still on contract for the 20-21 academic year, these extra months are invaluable.
- 3) Cost savings – If we were to continue to contract with Blackboard at our current annual increase of 3% - 4%, our estimated cost to license the product in 2023 would be approximately \$110,000. If we enter a three-year contract with Canvas, our cost in 2023 would be around \$95,755: an overall savings of 12% per year. Included in this contract are critical features and resources that, were we to attempt to offer the same features and resources through Blackboard, would represent a significant additional cost to the college. In essence, with Canvas we gain improved functionality and additional features for less money.
- 4) Opportunity to license a superior product – After 18 months of analysis, research, testing, demonstrations, and information gathered from our RFIs, **Canvas has been the consistent, unanimous #1 choice** by the LMS Review Taskforce. As mentioned, the features and products that are included with Canvas are a vast improvement over what to the college has been able to afford with Blackboard, including but certainly not limited to:
- a. 24/7 phone, email, and web support for faculty and students
 - b. A fully mobile compatible user interface
 - c. Seamless integration into existing COCC systems (i.e.: Banner)
 - d. Access and ownership of all our data and analytics
 - e. Ability to freely share content and offer expanded access to course content for students outside the COCC credit architecture
 - f. Ability to integrate outcomes standards from the curriculum and assessment office, allowing easier reporting to accrediting bodies

B. Options/Analysis

1. Approve COCC to enter a three-year contract with Instructure Canvas as our new Learning Management System.
2. Do not approve and continue to renew our Blackboard Learn contract yearly until all institutions are moved to the Ultra platform at an undetermined future date.

C. Timing

Pending Board approval, we anticipate signing a contract with Canvas prior to the 31st of March 2021. This would allow COCC to begin our technical and content migration in April 2021. The contract effective date would be July 1st, 2021, aligning with our fiscal year.

Our intention is to continue to use the remainder of the Summer and the Fall 2021 terms as dedicated time to train faculty and hone communications surrounding the LMS transition. We would then be on track to offer all courses on the new platform beginning in Winter term 2022.

D. Budget Impact

The transition of a system as large and complex as our Learning Management System requires a period of overlap between two contracts so that faculty and staff retain access to their materials and the settings for each of the included components during the transition.

Because of this, it is necessary to continue our Blackboard contract through July of 2022 while also maintaining a contract with Canvas, resulting in a net budget impact of roughly \$104,500.00 for academic year 2021-22.

After this initial overlap, COCC will save an estimated 12% (~\$13,000) per year over what an annual renewal with Blackboard would cost.

E. Proposed Resolution

Be it resolved that the Central Oregon Community College Board of Directors awards a three-year contract to Instructure for their Canvas Learning Management System.