



CENTRAL OREGON
COMMUNITY COLLEGE
Board of Directors' Meeting – AGENDA
Wednesday, April 10, 2019 – 7:15 PM
Elevation Restaurant, Cascade Culinary Institute

TIME**	ITEM	ENC.*	ACTION	PRESENTER	
5:45 pm	I. Call to Order			Craska Cooper	
	II. Introduction of Guests				
	III. President's Report			Erickson <input type="checkbox"/>	
	A. Cascade Culinary Program Update				
	IV. Adjourn – Regular Board of Directors' Meeting				
5:55 pm	V. Convene – Budget Committee Meeting (See Budget Committee Meeting Agenda)				
	VI. Adjourn – Budget Committee Meeting				
7:15 pm	VII. Re-Convene – Regular Board of Directors' Meeting				
	VIII. Adjourn to Executive Session ORS 192.660 (2)(h) Legal Counsel				
	IX. Adjourn Executive Session				
	X. Re-Convene Board of Directors' Meeting				
	XI. Agenda Changes				
	XII. Public Comment				
		A.			
	7:25 pm	XIII. Consent Agenda***			
		A. Minutes			
		1. Regular – March 12, 2019	13.a1	X	Smith
		B. Personnel			
		1. New Hire Report (March 2019)	13.b1	X	Glenn ^A
2. Approval to Hire (Billbrey)		13.b2	X	✓	
3. Approval to Hire (Boehme)		13.b3	X	✓	
4. Approval to Hire (Boyd)		13.b4	X	✓	
7:35 pm	XIV. Information Items				
	A. Financial Statements	14.a		Bloyer ^A	
	B. Financial Certifications	14.b & 14.b1		Bloyer ^A	
	C. College Resource Officer	14.c		Andresen/Ostrovsky/ Parker <input type="checkbox"/>	
	D. North Lake County Update			McCoy <input type="checkbox"/>	
	E. Legislative Update			McCoy <input type="checkbox"/>	

XV. **Old Business**

A.

8:10 pm XVI. **New Business**

A. Tuition & Fees

16.a X

Dona

B. New and Suspended Programs

16.b X

Julian

8:30 pm XVII. **Board of Directors' Operations**

A. Board Member Activities

8:40 pm XVIII. **President's Report – Continued**

A. Updates:

1. Adult Basic Skills (ABS) Program

Hagan/Newby

9:00 pm XIX. **Dates**

1. Friday, April 26 – All-Oregon Academic Team-Luncheon in Salem
2. Wednesday, May 8 – Budget & Board of Directors' Meetings
5:45pm / 7:15pm (Christiansen Board Room/Boyle Education Center Bldg.)
3. Wednesday, June 12 – Board of Directors' Meeting at the COCC
Crook County Open Campus in Prineville
4. Saturday, June 15 - COCC Commencement – Mazama Field
8:30 a.m. Breakfast @ Coats Campus Center Rm 116 / 10:00 a.m. Commencement
5. Wednesday, June 19 – President's Scholarship Luncheon
11:30am to 1:00pm (Dining Hall, Coats Campus Center)

XX. **Adjourn to Executive Session**

ORS 192.660 (2)(d) Labor Negotiations

ORS 192.660 (2)(h) Legal Counsel

XXI. **Adjourn Executive Session**

XXII. **Re-Convvene Board of Directors' Meeting**

XXIII. **Adjourn**

* Material to be distributed at the meeting (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. = indicates a presentation will be provided.

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



Central Oregon Community College
Board of Directors' Meeting
MINUTES
Tuesday, March 12, 2019 - 5:45pm
Wille Hall
Coats Campus Center

PRESENT: Laura Craska Cooper, Erica Skatvold, Bruce Abernethy, Joe Krenowicz, Jim Clinton, Alan Unger, Steve Bryant-Board Attorney, Dr. Shirley Metcalf-President, Julie Smith-Executive Assistant

ABSENT: Vikki Ricks

CALL TO ORDER: Laura Craska Cooper, Board Chair

INTRODUCTION OF GUESTS: - Matt McCoy, Betsy Julian, David Dona, Ron Paradis, Alicia Moore, Jerry Schulz, Diana Glenn, Dan Cecchini, Zak Boone, Jenni Newby, Lisa Bloyer, Amy Harper, Glenda Lantis, Justin Koon, Debbie Hagan, Lilli Ann Linford-Foreman, Peter Ostrovsky, Joe Viola, Zak Boone, Eddie Johnson, Michael Fisher, Shannon Waller, Wendi Wampler, Jessica Russell, Beth Palmer, Ken Mays, Bruce Emerson, Merideth Humphries, Michel Waller, Jim and Debbie Ellis, Michael and Collette Hansen, Jon Wolf, Kristin Dorsey, Murray Godfrey and others.

PRESIDENT'S REPORT:

Faculty Recognition

President Metcalf began by saying this is her favorite meeting of the year as it is the time when we honor all of the hard work of the faculty, resulting in the recommendations for promotion, tenure and the awarding of emeritus status for exemplary members of the campus community who are retiring.

She introduced Betsy Julian-vice president for instruction, who introduced faculty members receiving tenure, promotion, sabbatical and emeritus.

Tenure (Exhibit: 3.a1)

Ms. Erica Skatvold moved to grant tenure to those nominated (Exhibit: 3.a1) Mr. Jim Clinton seconded the motion. MCU. Approved. M03/19:1

Be It Resolved that the Board of Directors of Central Oregon Community College grants tenure to Kristin Dorsey, Michael Hansen, Karen Heckert, Merideth Humphries Beth Palmer, Michel Waller, Shannon Waller, Wendi Wampler and Jonathan Wolf.

Promotion (Exhibit: 3.a2)

Mr. Joe Krenowicz moved to approve the promotion of the faculty nominated (Exhibit: 3.a2) Mr. Jim Clinton seconded the motion. MCU. Approved. M03/19:2

Be It Resolved that the Board of Directors of Central Oregon Community College does hereby approve the promotion of the faculty as recommended by the Promotion Committee in Exhibit: 3.a2.

Sabbaticals (Exhibit: 3.a3)

The Board of Directors was apprised of the faculty sabbaticals for Carol Higginbotham, Lilli Ann Linford-Foreman, Mick McCann and Ralph Phillips.

Emeritus (Exhibits: 4.a, 4.b & 4.c)

Mr. Bruce Abernethy moved to approve emeritus status for retiring faculty member Eddie Johnson (Exhibit: 4.a); retiring administrative employee Debbie Hagan (Exhibit: 4.b); retiring classified employees Steve Huddleston, Dianne Kristiansen, Linda Andrus and Roxanne Burger Wilson (Exhibit: 4.c). Mr. Alan Unger seconded the motion. MCU. Approved. M03/19:3

Be It Resolved that the Board of Directors of the Central Oregon Community College district approves the emeritus status for retiring faculty member Eddie Johnson, retiring administrative employee Debbie Hagan, retiring classified employees Steve Huddleston, Dianne Kristiansen, Linda Andrus and Roxanne Burger Wilson.

AGENDA CHANGES:

The Board of Directors was apprised of the corrections to the Minutes of the February 13, 2019, Board of Directors' Meeting (Exhibit: 7.a1).

CONSENT AGENDA:

Mr. Bruce Abernethy moved to approve the Consent Agenda (Exhibits: 7.a1-7.b2).
Mr. Joe Krenowicz seconded the motion. MCU. Approved. M03/19:4

Be It Resolved that the Board of Directors reviewed and approved the Regular Meeting Minutes of February 13, 2019 and the Special Meeting Minutes of February 22, 2019 (Exhibits: 7.a1 & 7.a2);

Be It Resolved that the Board of Directors reviewed and approved the February 2019 New Hire Report (Exhibit: 7.b1);

Be It Resolved that the Board of Directors does hereby approve the employment contract for Lynn Norbury as Supervisor of Science Lab Technicians and Tutors (Exhibit: 7.b2).

INFORMATION ITEMS:

Financial Statements – (Exhibit: 8.a)

The Board of Directors was provided the January 2019 Financial Statements.

Board of Directors' Meeting, March 12, 2019

Strategic Plan-Prioritized Activities – (Handout: 8.b)

Dr. Betsy Julian reviewed that the last update presented to the Board of Directors on the Strategic Plan was the prioritized initiatives for each of the four goal areas. Since then, two parallel processes have been enacted. A “goal work group” for each of the four goal areas has been established. There is broad representation from across the college who have been working on two things within the goal areas:

- Setting Metrics and Benchmarks for the goals and initiatives within the goals
- Determining and Prioritizing specific activities.

The “goal work group” reviewed the comments from the all-college “Strategic Planning Summits” that were held last year. They also did an examination of the projects that are on-going to make sure that there was acknowledgement of some of the areas that were already doing major work - particularly with Title III.

Matt McCoy-vice president for administration reviewed that Handout: 8.b shows the proposed prioritized activities for the initial focus of year one for each goal area, with information about the anticipated cost, investment in human resources, and time of initiation.

NEW BUSINESS:

Budget and Revenue – Oregon Legislature (Exhibit & Handout: 9.a)

Matt McCoy reviewed that the Oregon Community College Association (OCCA) Board voted in favor of a resolution asking the Oregon Legislature to fund community colleges at \$787 million, the level proposed by the Higher Education Coordinating Commission (HECC) and that OCCA has asked each of the 17 community college boards to consider endorsing that level.

Mr. Bruce Abernethy moved to approve the resolution to join COCC’s voice with those of the other Oregon community colleges and convey the unified support for the HECC proposed funding level for community colleges. Mr. Alan Unger seconded the motion. MCU. Approved. M03/19:5

Therefore, Be It Resolved that the Central Oregon Community College Board of Directors calls on the Oregon Legislature to find the revenue needed to fund education across the continuum, and specifically, to fund Oregon’s 17 community colleges at the \$787 million level currently proposed by the Higher Education Coordinating Commission in order to provide all Oregonians a pathway to the middle class.

Contract Approval for New President

Presidential site-visit trip members (Dr. Betsy Julian-vice president for instruction, Amy Harper-faculty forum president, Ron Paradis-executive director of college relations and Joe Krenowicz-board member) shared the positive feedback they received regarding Dr. Chesley from her colleagues at Grand Rapids Community College.

The COCC Board of Directors voted unanimously to approve the hiring of Dr. Laurie Chesley as the sixth president in COCC’s 70-year history. She will assume the position on July 1, 2019, replacing Dr. Shirley I. Metcalf who has served as president since August 2014.

Ms. Erica Skatvold moved to approve the employment contract for Dr. Laurie Chesley. Mr. Bruce Abernethy seconded the motion. MCU. Approved. M03/19:6

Board of Directors’ Meeting, March 12, 2019

Chair Craska Cooper reported that Dr. Laurie Chesley will be at the COCC campus sometime in May for a short visit to informally meet and greet faculty and staff before she starts her presidency July 1.

OSU-Cascades Letter of Support Request (Handout: 9.c)

Alan Unger-board member reported that he represents COCC on the OSU-Cascades Advisory and Advocacy board. He asked if the COCC Board is willing to support the letter (Handout: 9.c) that will be sent out to the Co-Chairs of the legislative Joint Ways & Means Committee, requesting support for the needs of OSU-Cascades.

Mr. Bruce Abernethy moved that the Board of Directors authorizes board member Alan Unger to sign the letter to the Co-Chairs of the Joint Ways & Means Committee in support of OSU-Cascades.

Mr. Alan Unger seconded the motion.

Board Discussion:

Jim Clinton suggested moving to a form of “symmetry” that suggests if COCC signs a letter of support on behalf of OSU-Cascades, then OSU-Cascades should sign a letter of support on behalf of COCC.

Alan Unger responded that he was confident that OSU-Cascades would sign a letter of support on COCC’s behalf should the college make the request.

Chair Craska Cooper recommended that the Board consider letters of support on an individual basis.

Call for the Vote:

MCU. Approved. M03/19:7

BOARD OF DIRECTORS’ OPERATIONS:

Mr. Unger Dinner with Presidential Candidate Dr. Laurie Chesley
EDCO luncheon
February 16 Special Board Meeting-Presidential Deliberations
Four OCCA Legislative Calls
February 22 Special Board Meeting-Presidential Announcement
COCC Foundation’s Meal of the Year
COCC College Affairs Committee Meeting
OCCA Board Meeting and Legislative Summit
OCCA Rally and Meetings with Legislators

Ms. Skatvold Dinner with Presidential Candidate Dr. Laurie Chesley
February 16 Special Board Meeting-Presidential Deliberations
February 22 Special Board Meeting-Presidential Announcement
COCC Foundation’s Meal of the Year
Met with Kara Tachikawa re: Child Care Task Force
Conversations with Laura Craska Cooper and Joe Krenowicz re: Presidential hire

Mr. Abernethy Dinner with Presidential Candidate Dr. Laurie Chesley
February 16 Special Board Meeting-Presidential Deliberations
February 22 Special Board Meeting-Presidential Announcement

Board of Directors’ Meeting, March 12, 2019

Mr. Abernethy-continued
COCC Foundation’s Meal of the Year
March 2 activity on the COCC Campus
Testified at the Joint Committee on Carbon Reduction

- Mr. Krenowicz Dinner with Presidential Candidate Dr. Laurie Chesley
February 16 Special Board Meeting-Presidential Deliberations
February 22 Special Board Meeting-Presidential Announcement
Presidential Site Visit to Grand Rapids Community College in Michigan
Conversations with Laura Craska Cooper and Erica Skatvold re: Presidential hire
- Mr. Clinton Dinner with Presidential Candidate Dr. Laurie Chesley
February 16 Special Board Meeting-Presidential Deliberations
February 22 Special Board Meeting-Presidential Announcement
Acquired COCC Barber Library access to view the Chronicle of Higher Education -
a publication that has a variety of informative articles and research studies relating to
higher education
- Ms. Craska Cooper Dinner with Presidential Candidate Dr. Laurie Chesley
Presidential Candidate Community Forum in Prineville
February 16 Special Board Meeting-Presidential Deliberations
February 22 Special Board Meeting-Presidential Announcement
Multiple conversations with Joe Krenowicz, Erica Skatvold, Ron Paradis and
presidential search consultant Preston Pulliams re: Presidential Contract
COCC Foundation's Meal of the Year
Interviews with media (television and radio) re: Presidential Hire
Agenda Review Meeting with President Shirley Metcalf

PRESIDENT'S REPORT:

NEVTEX (Handouts: 11.a1).

President Metcalf introduced Ken Mays-professor of automotive and Bruce Emerson-professor of physics who shared the activities regarding the COCC NEVTEX Grant program.

COCC was awarded a \$200,000 grant that was named NEVTEX. The three objectives of the grant were to -

1. Fund the securing of instructional resources as well as the purchase of equipment. Develop five advanced courses of instruction - hybrid and electric vehicles, controller systems, custom tuning with a dynamometer and a clean diesel class;
2. Develop a consortium of northwest colleges with like-minded goals;
3. Micro-credentialing.

The program also enacted "dedicated recruiting" which included visits to the area high schools to share with students about the program. Ken also reviewed that the handout: 11.a1 booklet, showcases the many achievements and recognizes the important ongoing efforts to enhance the nation's skilled technical workforce.

Ken and Bruce also shared about the NEVTEX2 NSF award of \$780,000 that started in July of 2017.

Board of Directors' Meeting, March 12, 2019

Project Goals and Objectives

Goal: Produce automotive and transit technicians who are educated and trained to maintain and troubleshoot electric drive vehicles. The PI and Co-PI propose two independent objectives, each of which support electric drive advanced technology education and certification regionally and at a national level.

Three objectives are proposed – two that address the intellectual merit criterion and one that addresses broader impacts.

Intellectual Merit

Objective 1 is to create a standardization template for advanced electric drive technologies training and to collaborate with the automotive and transit industries to produce a credentialing process to certify technicians in advanced technologies.

Objective 2 is to create a licensure process in Oregon, Washington and California with a focus on technician/first-responder safety.

The combination of these two objectives formalizes a platform for the automotive service industry to take a much-needed look at automotive and transit technician validation through training standards and critical safety licensure as new students are recruited into the emerging and exciting industry of electric drive systems.

Broader Impacts

Objective 3. To recruit more students into the automotive and transit industry, with a focus on underrepresented groups, and to disseminate electric drive training standards to community college instructors.

COCC Foundation’s 2019 “Taste of the Town” and “Meal of the Year”

Zak Boone-executive director of the COCC Foundation gave a PowerPoint recap presentation that highlighted the February 22 & 23 annual scholarship fund raising events. The “Meal of the Year” total gross revenue was \$440,701, and after expenses net proceeds were \$337,000, all of which will go into the 2019-2020 scholarship fund. Zak expressed gratitude and thanks to the many people both at COCC and in the community who helped to make this year’s events a huge success!

Campus Services

President Metcalf expressed thanks to the Campus Services department for all of their work over the past several weeks in clearing the snow and ice from the many campus driveways, parking lots, pathways and steps.

Campus Resource Officer

Chair Craska Cooper reported that the City of Bend is proposing to provide a police officer from the Bend police department (similar to the “school resource officer” in K-12 schools) to work full-time on the COCC campus. The cost would be approximately \$157,000 and COCC would pay one third of the cost. Discussion will be at next month’s board meeting.

ADJOURN: 8:00 p.m.

APPROVED; ATTEST TO;

Ms. Laura Craska Cooper, Board Chair

Dr. Shirley I. Metcalf, President



Central Oregon Community College
Board of Directors
New Hires Report
Date of Hire: March 1-31, 2019

Exhibit: 13.b1
April 10, 2019
Approved: ___Yes___No

Name	Hire Date	Job Description	Department
Classified Full-Time			
Joslin, Wendy A	3/18/2019	Administrative Assistant	Humanities Office
Temporary Hourly			
Anderson, Brent Michael	3/23/2019	EMS Exam Proctor	Emergency Medical Services
Bale, Wade J	3/4/2019	Paramedic Lab Assistant	Emergency Medical Services
Betschart, Kenneth A	3/20/2019	Scale Oregon Business	Regional Credit Instruction
Forsythe, Cayla R	3/23/2019	EMS Exam Proctor	Emergency Medical Services
Hill, Ian Charles	3/26/2019	Science Tutor	Tutoring and Testing
Hoar, Keenan P	3/23/2019	EMS Exam Patient	Emergency Medical Services
Jory, Georgia Louise	3/23/2019	EMS Exam Patient	Emergency Medical Services
Katter, Brandon S	3/23/2019	EMS Exam Patient	Emergency Medical Services
Khatew oda, Manisha Rose	3/23/2019	EMS Exam Patient	Emergency Medical Services
Livingston, Joseph	3/18/2019	Certified Flight Instructor	Aviation Program
Martin, Evan	3/23/2019	EMS Exam Patient	Emergency Medical Services
Mitchell, Adam	3/18/2019	Certified Flight Instructor	Aviation Program
Morbitzer, Amber	3/23/2019	EMS Exam Patient	Emergency Medical Services
Orey, Abbigayle Lynn	3/23/2019	EMS Exam Patient	Emergency Medical Services
Parker, Trinady	3/23/2019	EMS Exam Patient	Emergency Medical Services
Posey, Robert Benjamin	3/26/2019	CIS Tutor	Tutoring and Testing
Sandvigen, Jacob Ryan	3/23/2019	EMS Exam Patient	Emergency Medical Services
Selkirk, Michael Nast	3/26/2019	Writing Tutor	Tutoring and Testing
Seney, Lucas N	3/23/2019	EMS Exam Proctor	Emergency Medical Services
Solich, Grantland G	3/26/2019	Aviation Tutor	Tutoring and Testing
Stevens, Megan Alexandria	3/23/2019	EMS Exam Patient	Emergency Medical Services
Taie, Houston Spencer	3/23/2019	EMS Exam Proctor	Emergency Medical Services
Thomas, Ryan Jacob	3/23/2019	EMS Exam Proctor	Emergency Medical Services



Central Oregon Community College Board of Directors: Resolution

Subject	Approve the contract for Stephanie Spalding-Bilbrey as First Year Experience Director
Student Experience	SE-1: Develop and implement a comprehensive approach to academic offerings and student support services on all campuses and online. SE-2: Increase access to academic programs and courses on all campuses and online.
Student Success	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	Diana Glenn, Human Resources Manager

A. Background

The First Year Experience Director position is a restructured position.

B. Options/Analysis

- Approve the employment contract for **Stephanie Spalding-Bilbrey**
- Decline approval of the employment contract for **Stephanie Spalding-Bilbrey**

C. Timing

The **First Year Experience Director** position is a 12-month employment contract each fiscal year. For the 2018-19 fiscal year, the initial employment contract period will be from April 1, 2019 to June 30, 2019. As with all other full-time Administrator employees, a new contract will be prepared for the next academic year that begins on July 1, 2019.

D. Budget Impact

This position is in the 2018-2019 budget and conforms to the current approved Administrator salary schedule.

E. Proposed Resolution

Be it resolved that the Central Oregon Community College Board of Directors hereby approve the employment contract for **Stephanie Spalding-Bilbrey as First Year Experience Director**.

Stephanie Spalding-Bilbrey currently serves as COCC's Housing Marketing and Summer Conferences Coordinator. Prior to this, Ms. Spalding-Bilbrey was the convention services manager for the Riverhouse Hotel and Convention Center and the Audience Development and Special Events Manager for the Actors Theatre of Louisville. Ms. Bilbrey holds a bachelor's degree in business management from University of Louisville.



Central Oregon Community College Board of Directors: Resolution

Subject	Approve the contract for Laure Boehme as Director of Human Resources
Institutional Efficiency	IE-1: Improve practices and structure related to providing a healthy and productive workplace. IE-2: Develop uniform, effective and efficient processes. IE 3: Define, document and practice clear operational decision-making. IE 4: Improve information sharing practices and platforms.
Prepared By	Diana Glenn, Human Resources Manager

A. Background

The Director of Human Resources position is a replacement position.

B. Options/Analysis

- Approve the employment contract for **Laure Boehme**
- Decline approval of the employment contract for **Laure Boehme**

C. Timing

The **Director of Human Resources** position is a 12-month employment contract each fiscal year. For the 2018-19 fiscal year, the initial employment contract period will be from May 1, 2019 to June 30, 2019. As with all other full-time Administrator employees, a new contract will be prepared for the next academic year that begins on July 1, 2019.

D. Budget Impact

This position is in the 2018-2019 budget and conforms to the current approved Administrator salary schedule.

E. Proposed Resolution

Be it resolved that the Central Oregon Community College Board of Directors hereby approve the employment contract for **Laure Boehme as Director of Human Resources**.

Ms. Boehme is currently serving as the Director of Information Technology, in which she provides day-to-day management of technology infrastructure services for the college. Prior work experience includes fifteen years as a Personnel and Business Manager at Oregon State University, and five years as a Systems Manager at GL Suite performing Human Resources and project management functions for recruitment, onboarding and system processes. Ms. Boehme is in the process of earning a PhD in Higher Education Leadership from Oregon State University. She holds current certifications in Project Management Professional (PMP), ITIL Foundations, and 6Sigma Yellow and Green Belt.



Central Oregon Community College Board of Directors: Resolution

Subject	Approve the contract for Melisse Boyd as Grants Coordinator
Student Success	SS-2: Enhance and promote the resources and tools available to help students efficiently complete their academic goal.
Prepared By	Diana Glenn, Human Resources Manager

A. Background

The Grants Coordinator position is a replacement position.

B. Options/Analysis

- Approve the employment contract for **Melisse Boyd**
- Decline approval of the employment contract for **Melisse Boyd**

C. Timing

The **Grants Coordinator** position is a 12-month employment contract each fiscal year. For the 2018-19 fiscal year, the initial employment contract period will be from March 29, 2019 to June 30, 2019. As with all other full-time Administrator employees, a new contract will be prepared for the next academic year that begins on July 1, 2019.

D. Budget Impact

This position is in the 2018-2019 budget and conforms to the current approved Administrator salary schedule.

E. Proposed Resolution

Be it resolved that the Central Oregon Community College Board of Directors hereby approve the employment contract for **Melisse Boyd as Grants Coordinator**.

Ms. Boyd is currently the Administrative Secretary for Grants at Butte-Glenn Community College. In this role, she directs financial and managerial accounting and business operations in support of the College's federal, state, and private grants. She also researches, provides rule interpretations, and compiles and oversees all grant compliance and reporting. Her career includes positions as an adjunct ESL faculty and program coordinator at Chico State University; as a paralegal in private practice; and as administrator to the Children's Hunger Relief Fund. Ms. Boyd earned her A.S. in Social and Behavioral Sciences and her A.A. degree in University Studies – both at Butte College. She received a Bachelor of Arts degree in World Religions and Global Issues at Chico State University, her certificate of Paralegal Studies from UC Davis, and her Master of Arts degree in Teaching International Languages at Chico State.

Central Oregon Community College
Monthly Budget Status
Highlights of February 2019 Financial Statements

Cash and Investments

The College's operating cash balances currently total \$37.3 million. The February average yield for the Local Government Investment Pool remains the same as the previous month at 2.75 percent.

General Fund Revenues

Spring term registration started on February 25th increasing tuition and fee revenue by \$938 thousand over the prior month. All budgeted transfers-in have been posted for the year.

General Fund Expenses

The expenses through February 2019 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

Cash and Investments Report

As of February 28, 2019

College Portfolio	Operating Funds	Trust/Other Funds
Cash in State Investment Pool		
4089 - General operating fund	\$ 35,873,061	
3624 - Robert Clark Trust		\$ 382,982
February Average Yield 2.75%		
Cash in USNB	\$ 1,453,833	
Cash on Hand	\$ 4,600	
Total Cash	<u>\$ 37,331,494</u>	<u>\$ 382,982</u>

Central Oregon Community College
Monthly Budget Status
February 2019

Exhibit 14a
10-Apr-19

<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	\$ 16,589,000	\$ 15,720,371	\$ (868,629)	94.8%	95.9%
Prior Taxes	509,000	305,427	(203,573)	60.0%	60.3%
Tuition and fees	17,028,000	12,753,205	(4,274,795)	74.9%	74.2%
State Aid	8,337,000	6,011,677	(2,325,323)	72.1%	80.0%
Program and Fee Income	70,000	23,149	(46,851)	33.1%	78.0%
Interest & Misc. Income	135,000	42,474	(92,526)	31.5%	39.7%
Transfers-In	2,191,000	2,191,000	-	100.0%	100.0%
Total Revenues	\$ 44,859,000	\$ 37,047,303	\$ (7,811,697)		
Expenses by Function					
Instruction	\$ 21,115,127	\$ 12,384,807	\$ 8,730,320	58.7%	58.9%
Academic Support	3,680,299	2,272,043	1,408,256	61.7%	62.5%
Student Services	4,832,095	2,691,734	2,140,361	55.7%	57.9%
College Support	5,704,709	3,458,677	2,246,032	60.6%	60.2%
Plant Operations and Maintenance	4,450,028	2,475,749	1,974,279	55.6%	55.8%
Information Technology	4,477,198	2,574,547	1,902,651	57.5%	57.2%
Financial Aid	112,897	62,078	50,819	55.0%	71.5%
Contingency	800,000		800,000	0.0%	0.0%
Transfers-Out	2,340,352	2,343,592	(3,240)	100.1%	100.3%
Total Expenses	\$ 47,512,705	\$ 28,263,227	\$ 19,249,478		
Revenues Over/(Under) Expenses	\$ (2,653,705)	\$ 8,784,076	\$ 11,437,781		

Central Oregon Community College
Monthly Budget Status
February 2019

Exhibit 14a
10-Apr-19

	<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	\$ 5,502,078	\$ 4,851,064	\$ (651,014)	88.2%	87.9%
Expenses	5,643,781	2,374,858	3,268,923	42.1%	42.9%
Revenues Over/(Under) Expenses	\$ (141,703)	\$ 2,476,206	\$ 2,617,909		
Grants and Contracts Fund					
Revenues	\$ 3,402,921	\$ 1,323,136	\$ (2,079,785)	38.9%	29.8%
Expenses	3,416,813	1,499,679	1,917,134	43.9%	31.6%
Revenues Over/(Under) Expenses	\$ (13,892)	\$ (176,543)	\$ (162,651)		
Capital Projects Fund					
Revenues	\$ 1,209,077	\$ 1,184,068	\$ (25,009)	97.9%	98.1%
Expenses	5,166,029	1,041,004	4,125,025	20.2%	33.2%
Revenues Over/(Under) Expenses	\$ (3,956,952)	\$ 143,064	\$ 4,100,016		
Enterprise Fund					
Revenues	\$ 7,247,485	\$ 4,016,780	\$ (3,230,705)	55.4%	56.1%
Expenses	7,237,143	4,528,866	2,708,277	62.6%	58.2%
Revenues Over/(Under) Expenses	\$ 10,342	\$ (512,086)	\$ (522,428)		
Auxiliary Fund					
Revenues	\$ 7,379,662	\$ 5,461,171	\$ (1,918,491)	74.0%	72.9%
Expenses	9,796,641	5,479,610	4,317,031	55.9%	62.0%
Revenues Over/(Under) Expenses	\$ (2,416,979)	\$ (18,439)	\$ 2,398,540		
Reserve Fund					
Revenues	\$ 15,502	\$ -	\$ (15,502)	0.0%	0.0%
Expenses	540,000	504,135	35,865	93.4%	89.5%
Revenues Over/(Under) Expenses	\$ (524,498)	\$ (504,135)	\$ 20,363		
Financial Aid Fund					
Revenues	\$ 17,659,611	\$ 8,037,348	\$ (9,622,263)	45.5%	48.7%
Expenses	17,735,190	8,308,092	9,427,098	46.8%	50.8%
Revenues Over/(Under) Expenses	\$ (75,579)	\$ (270,744)	\$ (195,165)		
Internal Service Fund					
Revenues	\$ 239,377	\$ 123,711	\$ (115,666)	51.7%	48.9%
Expenses	352,771	170,865	181,906	48.4%	54.0%
Revenues Over/(Under) Expenses	\$ (113,394)	\$ (47,154)	\$ 66,240		
Trust and Agency Fund					
Revenues	\$ 3,726	\$ 6,260	\$ 2,534	168.0%	105.4%
Expenses	3,600	2,400	1,200	66.7%	57.1%
Revenues Over/(Under) Expenses	\$ 126	\$ 3,860	\$ 3,734		



CENTRAL OREGON
community college

Exhibit: ~~04~~ 14.6
April 10, 2019

FISCAL SERVICES
Telephone 541.383.7220
Fax 541.383.7505

April 1, 2019

To: Dr. Shirley Metcalf

Re: Financial Certification

We have reviewed the annual audit report of Central Oregon Community College for the year ended June 30, 2018. Based on our knowledge, the information contained in the annual report does not contain any untrue statement of a material fact or omission of a necessary material fact that makes the statements misleading. Based upon our knowledge, the financial statements present, in all material respects, the financial condition, and results of operations of Central Oregon Community College for the period presented.

A blue ink signature of David L. Dona.

David L. Dona
Chief Financial Officer

A black ink signature of Lisa M. Bloyer.

Lisa M. Bloyer
Director of Fiscal Services



Office of the President
Email: smetcalf@cocc.edu
541.383.7201

April 10, 2019

To: Board of Directors

Re: Financial Certification

I have reviewed the annual audit report of Central Oregon Community College for the year ended June 30, 2018.

Based on my knowledge, the information contained in the annual report does not contain any untrue statement of a material fact or omission of a necessary material fact that makes the statements misleading.

Based on my knowledge, the financial statements present, in all material respects, the financial condition, and results of operations of Central Oregon Community College for the period presented.

Dr. Shirley I. Metcalf
President



Central Oregon Community College Board of Directors: Information Item

Subject	College Resource Officer
Strategic Plan Theme(s) and Objectives	
Institutional Sustainability	IS.2 Increase meaningful partnerships to improve COCC's effectiveness and position impact in the region.
Prepared By	<ul style="list-style-type: none"> • Sharla Andresen, COCC Director of Contracts and Risk Management • Nicholas Parke, City of Bend Police Department Captain Investigations Division • Peter Ostrovsky, COCC Director of Campus Public Safety

A. Background

In October 2018, President Shirley Metcalf assigned a Campus Public Safety Work Group to make recommendations to her regarding Campus Public Safety (CPS) with the parameters of what is in the best interest of COCC, its students, faculty, staff, community partnerships and operational organization. Over the past several months, the work group has gathered information and looked at the roles and responsibilities of CPS along with its personnel, organization options, uniforms, equipment, training, advisory committee, and community partnerships. Through this process the work group evaluated the possibility of a College Resource Officer (CRO) partnership that could be of potential benefit to COCC, CPS and the City of Bend. The CRO would be assigned to COCC as a primary position, similar to the Bend La Pine School Resource Officer, but tailored to meet the College needs. Although the documented crime statistics may not indicate the necessity for a uniformed police officer at COCC, this position would be able to assist in providing trainings, campus community outreach and be an on-site emergency responder. The Bend Police Department, in partnership with the Bend City Manager, agreed and are willing to create a new CRO position to be available at COCC with a potential start date of fall 2019.

Members of the work group, Sharla Andresen of COCC and Nicholas Parker of the Bend Police Department, have been tasked with collaborating to draft the agreement for the CRO. It has been found that Clackamas Community College (CCC) has an Intergovernmental Agreement between CCC and the City of Oregon City for a CRO which has proven helpful as a starting place in drafting such an agreement. It is the hope that this agreement will be vetted by COCC and the City of Bend Police Department to be ready for signature no later than the June 12th Board meeting. This deadline will allow time for the hiring process to begin in order to meet the fall 2019 start date.

B. Budget Impact

This is a two year pilot agreement. The College Resource Officer would be an employee of the City of Bend Police Department and they are willing to fund half of the full time position, with a patrol vehicle included, and not charge for any overtime for working an after hour College event. The remaining half has an estimated yearly cost to COCC of approximately \$60,750.



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

Subject	2019-20 Tuition and Fee rates.
Strategic Plan Connection	Institutional Efficiency Strengthen systems, policies and procedures to create more proactive, responsive and effective internal processes. IE-1: Improve practices and structure related to providing a healthy and productive workplace. IE-2: Develop uniform, effective and efficient processes. IE-3: Define, document and practice clear operational decision-making.
Prepared By	David Dona, Chief Financial Officer

A. Background

For fiscal year 2018-19, COCC has the third lowest combined in-district tuition and fee rates of Oregon’s seventeen community colleges (lowest among our peer institutions). Preliminary information indicates that with the proposed tuition and fee increases, COCC’s combined 2019-20 in-district tuition and fees will remain in the lowest one third of all Oregon community colleges.

As the College strives to develop new programs and delivery systems, maintain comprehensive quality programs and essential support services to students at all campuses, it is recommending that the 2019-20 tuition rate for in-district students be increased \$7.00 per credit, the out-of-district/border state rates increased \$10.00 per credit, and out-of-state/international rates increased \$26.00 per credit. House Bill 2571 established the non-resident veteran rates in 2009. The non-resident veteran tuition rate is not to exceed 50% of the difference between resident and non-resident rates. The current year’s tuition and fee rates and the proposed 2019-20 tuition and fee rates by residency and categories are provided below.

Tuition

<i>Proposed Tuition Rates for fiscal year 2019-20</i>				
Tuition Residency Categories	2018-19 Rates	\$ Assumption	% Assumption	2019-20 Rates
In-District	\$ 99.00	\$ 7.00	7%	\$ 106.00
Non-Resident Veterans	\$ 118.75	\$ 8.50	7%	\$ 127.25
Out-of-District/Border States	\$ 138.50	\$ 10.00	7%	\$ 148.50
Out-of-State/International	\$ 283.00	\$ 26.00	9%	\$ 309.00

Current Fees: COCC assesses three fees on a per credit basis to all credit students: Technology, Student Activities, and Green Energy. The Student Activities and Green Energy fee have dedicated purposes, while the Technology fee supports one of the fastest growing areas in the College’s general fund. As was discussed during the 2018-19 budget process, the President recommended increasing the Technology fee by \$3 per credit for 2019-20. There is no proposed increase in the other two current fee categories.

New Fee: Based on research of fee-related budget strategies from other Oregon community colleges, the President recommends establishing a \$3 per credit College Support fee. At most colleges, a general or universal fee supports the general fund and can be adjusted annually. The recommendation is to establish the College Support fee this year to offset the anticipated lower Community College Support Fund (CCSF) appropriation and growing unfunded state mandates.

<i>Proposed General Fees for fiscal year 2019-20</i>				
Fee Categories	2018-19 Rates	\$ Assumption	% Assumption	2019-20 Rates
Technology Fee	\$ 9.00	\$ 3.00	33%	\$ 12.00
College Support Fee	\$ -	\$ 3.00	na	\$ 3.00
Student Activities Fee	\$ 1.50	\$ -	0%	\$ 1.50
Green Energy Fee	\$ 0.25	\$ -	0%	\$ 0.25
	\$ 10.75			\$ 16.75

<i>Annual Cost Comparison [45 Credits]</i>				
Tuition Residency Categories	2018-19 Tuition/Fees	2019-20 Tuition/Fees	Total Increase \$	Total Increase %
In-District	\$ 4,938.75	\$ 5,523.75	\$ 585.00	11.8%
Non-Resident Veterans	\$ 5,827.50	\$ 6,480.00	\$ 652.50	11.2%
Out-of-District/Border States	\$ 6,716.25	\$ 7,436.25	\$ 720.00	10.7%
Out-of-State/International	\$ 13,218.75	\$ 14,658.75	\$ 1,440.00	10.9%

COCC and other Oregon community colleges, built their 2019-20 budgets on a \$590 million CCSF biennial appropriation assumption. If the legislature approves a higher CCSF appropriation, the College recommends decreasing the proposed College Support fee by \$1 for every \$10 million in excess of \$600 million.

For in-district students, COCC remains one of the most affordable community colleges in Oregon, even with the proposed tuition and fee increases. COCC’s lower costs, strong Foundation scholarship support, OER textbook savings, and the State’s Oregon Promise tuition support will help provide access to an affordable, quality college education.

B. Options/Analysis

- 1) Approve proposed 2019-20 tuition, college support fee, and technology fee
- 2) Do not approve proposed 2019-20 tuition, college support fee, and technology fee

C. Timing

This action is required at this time as the 2019-20 summer term registration starts on April 22, 2019. In addition, the 2019-20 College catalog identifies the tuition and fee rates in May.

D. Budget Impact

The proposed 2019-20 general fund budget was developed using the recommended tuition, college support fee and technology rates outline in section A. The increase in budgeted tuition and fee revenue using the proposed 2019-20 rates is approximately \$663,000.

E. Proposed Resolution

Be it resolved that the Central Oregon Community College Board of Directors hereby approve the proposed 2019-20 tuition and fee rates presented in Section A.



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

Subject	New Programs and Suspended Programs
Strategic Plan Initiatives	SS-1: Enhance development of course and program offerings and delivery methods. CE-2: Advance positive regional economic development by assisting with educational and training needs of business, industry and workforce.
Prepared By	Dr. Betsy Julian, Vice President for Instruction

A. Background

Excerpt from Oregon Administrative Rules (OAR 589-006-0150): *Community college boards are responsible for approving their college's certificate of completion, associate degree and associate degree option requirements.*

All of the proposed new, inactivated, and reorganized degree and certificate proposals below meet COCC, state, and regional accreditation (Northwest Commission on Colleges and Universities) standards. Reorganized programs are being amended to bring COCC into alignment with state approval. Upon approval by the COCC Board these program changes will be submitted to the Oregon Higher Education Coordinating Commission/Office of Community College and Workforce Development and then to the Northwest Commission on Colleges and Universities as required for each category.

B. Options/Analysis

Approve the proposed new, inactivated, and reorganized academic programs.
Decline approval of the proposed new, inactivated, and reorganized academic programs.

C. Timing

New programs will be available in the 2019-20 Catalog that begins Fall 2019 term. Programs which are ending are immediately unavailable for new students to declare; these programs have been reviewed and approved by COCC's Curriculum Committee with teach-out and communication plans to avoid disruption to in-progress students.

D. Budget Impact

All of the proposed changes consist of current courses (except two new courses in manufacturing) which will continue to be offered. The result is a negligible budget impact.

E. Proposed Resolution

Be it resolved that the Central Oregon Community College Board of Directors approves the following new and deleted academic program changes effective Fall 2019:

New programs

Automotive Technology:

Automotive Technology in Electronics and Diagnostics Associate of Applied Science

Education:

Equity in Education One Year Certificate of Completion

Emergency Medical Services:

Emergency Medical Technician One Year Certificate of Completion

Manufacturing:

Welding Associate of Applied Science

Welding One Year Certificate of Completion

Welding Career Pathway Certificate of Completion

Manufacturing Career Pathway Certificate of Completion

Inactivated programs

Automotive Technology:

Automotive Technology in Electronics and Diagnostics Associate of Applied Science Option

Computer & Information Systems

CIS Desktop Support Associate of Applied Science Option

Criminal Justice:

Juvenile Corrections Certificate of Completion

Health Information Management:

Insurance Certificate of Completion

Manufacturing:

Non Destructive Testing Associate of Applied Science

Eddy Current Testing Certificate of Completion

Magnetic Dye Penetrant Testing Certificate of Completion

Radiography Testing Certificate of Completion

Ultrasonic Testing Certificate of Completion

Welding Certificate of Completion

Reorganized

Medical Assistant