



CENTRAL OREGON
COMMUNITY COLLEGE
Board of Directors' Meeting – AGENDA
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	2a.1*		Unger
	III. Roll Call			Kovitz
	1. Board Members & Guests			
	IV. Agenda Changes			Unger
	V. Public Comment			Kovitz
	VI. Consent Agenda***			
	1. Minutes			
	a. Regular Meeting (January 13, 2021)	6a.1*	X	Unger
	VII. Information Items			
	1. Financial Statement	7a.1*		Knutson ^A
	2. New Hire Reports	7b.1*		Boehme ^A
	VIII. Old Business			
	1. Re-Opening Plan Update		McCoy/Downing/Andresen ^{AP}	
	2. Legislative Update		McCoy	
	3. Outcrop Subdivision Update	8a.1*	McCoy/McCaffrey ^A	
	4. GP Board Policy review	8b.1*	Tatom ^A	
	IX. New Business			
	1. CTE Month Resolution	9a.1*	X	McCoy ^A
	2. Meal of the Year Update	9b.1*		Boone
	X. Board of Directors' Operations			Unger
	1. Board Member Activities			
	XI. President's Report			Chesley
	1. Student Emergency Fund recipients panel	11a.1*		Moore ^A
	2. Department of Labor Grant			Fisher
	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.

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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' Meeting – MINUTES
Wednesday, January 13, 2021 – 5:45 PM
Zoom / Facebook Live

TIME**	ITEM	ENC.*	ACTION	PRESENTER
5:45pm	I. Call to Order			Skatvold
	II. Native Lands Acknowledgement Erica Skatvold read the COCC Land Acknowledgement.	2a.1*		Skatvold
	III. Roll Call <u>Board Members & Guests present</u> Alan Unger, Jim Clinton, Oliver Tatom, Laura Craska Cooper, Joe Krenowicz, Erica Skatvold (Chair), Bruce Abernethy, Laurie Chesley (COCC President), Alicia Moore, Matt McCoy, Zak Boone, Betsy Julian, David Dona, Laura Boehme, Cathleen Knutson, Tyler Hayes, Becky Johnson (OSU-Cascades Vice President), Heather McMeekin, Wes Price, Christy Walker, Peter McCaffrey, Annemarie Hamlin, Stacey Donohue, Joe Viola, Mark Reinecke, Jenn Kovitz, Deena Cook			Kovitz
	IV. Agenda Changes No agenda changes.			Skatvold
	V. Public Comment 1. OSU-Cascades Update Vice President Becky Johnson gave a brief update on the status of OSU-Cascades.			Becky Johnson
	VI. Reports 1. 2020 Audit Report Wes Price and Heather McMeekin provided a high-level audit report for COCC encompassing PERS reporting and the Cares Funding process.	6a.1*		McMeekin/Price ^A
	VII. Consent Agenda*** 1. Minutes a. Regular Meeting (December 9, 2020) 2. Resolution for 2021 Mileage & Per-Diem Rates 3. Motion to approve Consent Agenda • 1 st Laura Craska Cooper	7a.1* 7b.1*	X X	Skatvold Dona ^A

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- 2nd Bruce Abernethy
- Motion Approved – All Approved. None opposed.

VIII. Information Items

- | | | | |
|----|--|-------|----------------------------|
| 1. | Financial Statement
No questions at this time. | 8a.1* | Knutson ^A |
| 2. | New Hire Reports
No questions at this time. | 8b.1* | Boehme ^A |
| 3. | Strategic Goal #2 Update
Annemarie Hamlin, Office of Instructional Deans and Matt McCoy, Vice President for Administration, provided an update on Strategic Goal #2 – Student Experience Goal which provides core academic offerings and student support at all campuses and online. | | McCoy/Hamlin ^{AP} |
| 4. | Season of Nonviolence
Christy Walker, Director of Diversity and Inclusion and Alicia Moore, Vice President of Student Affairs, gave a presentation on the highlights of the 2021 Season of Nonviolence which is sponsored by the Office of Diversity and Inclusion and the Nancy R. Chandler Visiting Scholars Program. | 8c.1* | Moore/Walker ^{AP} |

IX. Old Business

- | | | | |
|----|---|--------------|----------------------------------|
| 1. | Re-Opening Plan Update
Matt McCoy and Chief Information Officer, Laure Boehme provided the state-required monthly update including OSHA recommendations and COCC COVID Planning Changes. | | McCoy/Boehme |
| 2. | Advancement / MPR / Enrollment Marketing
Zak Boone, Chief Advancement Officer and Executive Director, COCC Foundation, Jenn Kovitz, Director of Marketing and Public Relations, and Tyler Hayes, Director of Admissions and Registrar provided a presentation on Advancement at COCC, and how Admission and Records strategically partners with Marketing and Public Relations on recruitment, outreach, and enrollment-focused campaigns. | | Boone/Kovitz/Hayes ^{AP} |
| 3. | Outcrop Subdivision Plan Change
Peter McCaffrey, William Smith Properties Inc. and Matt McCoy presented on the proposed Outcrop Subdivision Plan Change: the Board approved modifying the Outcrop subdivision plan to allow the option of selling lots with home sales.
Motion to approve | 9a.1* X | McCaffrey/McCoy ^A |
- 1st Alan Unger
 - 2nd Bruce Abernethy
 - Motion Approved – Five Approved. One abstention. Jim Clinton opposed. Laura Craska-Cooper recused herself from comment and vote.

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X. New Business

1. Resolution for Appointment of Budget

Committee Members

10a.1*

Dona^A

Motion to approve

- 1st Joe Krenowicz
- 2nd Bruce Abernethy

Motion Approved – All approved. None opposed.

2. Maintenance Project Building 3 (MATC)

Redmond Campus

10b.1*

McCoy/Viola^A

A vote in favor of the proposed renovations to Redmond Building 3: the Board approved entering into a contract with Kellcon to perform necessary waterproofing measures.

Motion to approve

- 1st Alan Unger
- 2nd Laura Craska Cooper

Motion Approved – All approved. None opposed.

XI. Board of Directors' Operations

Skatvold

1. Board Member Activities

Alan Unger

Individual meeting with Laurie Chesley, phone call with Erica Skatvold and Laurie Chesley, COCC Audit & Finance Committee meeting, OSU-Cascades Advisory meeting, OCCA Legislative meeting

Joe Krenowicz

COCC Audit & Finance Committee meeting, COCC Real Estate Committee meeting

Erica Skatvold

Phone call with Laurie Chesley and Alan Unger, meeting with Alicia Moore, Christy Walker, Laurie Chesley and Gordon Price on Diversity and Inclusion

Jim Clinton

COCC Audit & Finance Committee meeting, COCC Real Estate Committee meeting

Laura Craska Cooper

COCC Real Estate Committee meeting, fundraising for Central Oregon Symphony, COCC Board Policy Committee

Oliver Tatom

St. Charles vaccination clinic

Bruce Abernethy

Nothing to report.

XII. President's Report

Chesley

President Chesley congratulated English Professor Stacey Donohue on her internationally acclaimed award – The Francis Andrew March Award. The award recognizes and honors distinguished service to the profession of English at the postsecondary level. She is one of only three community college professors ever to receive this award.

XIII. Dates

1. Tuesday, January 26, 2021 - Board Student Success meeting @ 3:00pm
2. Wednesday, February 10, 2021 - Board of Directors' meeting @ 5:45pm
3. Wednesday, March 10, 2021 - Board of Directors' meeting @ 5:45pm

XIV. Meeting Adjourn

Skatvold

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Central Oregon Community College
Monthly Budget Status
Highlights of December 2020 Financial Statements

Cash and Investments

The College's operating cash balances currently total \$37.8 million. The December average yield for the Local Government Investment Pool remains .75 percent.

General Fund Revenues

Winter term registration continues, resulting in an increase in tuition and fee revenues of \$1.9 million over the prior month. The budgeted transfers-in have been posted for the year.

General Fund Expenses

The expenses through December 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
Monthly Budget Status
December 2020

<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	\$ 17,483,520	\$ (1,070,480)	94.2%	92.1%
Prior Taxes	475,000	351,167	(123,833)	73.9%	113.6%
Tuition and fees	17,939,000	11,591,018	(6,347,982)	64.6%	68.6%
State Aid	8,075,000	4,124,155	(3,950,845)	51.1%	58.2%
Program and Fee Income	40,000		(40,000)	0.0%	24.1%
Interest & Misc. Income	180,000	36,136	(143,864)	20.1%	21.7%
Transfers-In	2,100,000	2,100,000	-	100.0%	100.0%
Total Revenues	\$ 47,363,000	\$ 35,685,996	\$ (11,677,004)		
Expenses by Function					
Instruction	\$ 22,357,817	\$ 8,576,679	\$ 13,781,138	38.4%	41.2%
Academic Support	4,191,531	1,741,842	2,449,689	41.6%	47.6%
Student Services	5,252,869	2,179,380	3,073,489	41.5%	40.6%
College Support	6,033,401	2,508,571	3,524,830	41.6%	47.5%
Plant Operations and Maintenance	4,770,050	1,942,266	2,827,784	40.7%	38.5%
Information Technology	4,697,012	2,098,805	2,598,207	44.7%	41.0%
Financial Aid	112,897	20,262	92,635	17.9%	35.0%
Contingency	800,000		800,000	0.0%	0.0%
Transfers-Out	1,840,620	1,820,620	20,000	98.9%	98.9%
Total Expenses	\$ 50,056,197	\$ 20,888,425	\$ 29,167,772		
Revenues Over/(Under) Expenses	\$ (2,693,197)	\$ 14,797,571	\$ 17,490,768		

Central Oregon Community College
Monthly Budget Status
 December 2020

	Adopted Budget	Year to Date Activity	Variance Favorable (Unfavorable)	Percent of Budget Current Year	Percent of Budget Prior Year
Non General Funds					
Debt Service Fund					
Revenues	\$ 5,865,252	\$ 5,023,341	\$ (841,911)	85.6%	85.3%
Expenses	5,962,457	1,980,943	3,981,514	33.2%	34.3%
Revenues Over/(Under) Expenses	\$ (97,205)	\$ 3,042,398	\$ 3,139,603		
Grants and Contracts Fund					
Revenues	\$ 4,009,354	\$ 950,023	\$ (3,059,331)	23.7%	19.6%
Expenses	4,210,893	1,543,454	2,667,439	36.7%	29.9%
Revenues Over/(Under) Expenses	\$ (201,539)	\$ (593,431)	\$ (391,892)		
Capital Projects Fund					
Revenues	\$ 359,198	\$ 309,549	\$ (49,649)	86.2%	128.5%
Expenses	3,792,052	509,665	3,282,387	13.4%	20.0%
Revenues Over/(Under) Expenses	\$ (3,432,854)	\$ (200,116)	\$ 3,232,738		
Enterprise Fund					
Revenues	\$ 6,094,984	\$ 665,211	\$ (5,429,773)	10.9%	49.1%
Expenses	6,908,188	2,951,877	3,956,311	42.7%	50.0%
Revenues Over/(Under) Expenses	\$ (813,204)	\$ (2,286,666)	\$ (1,473,462)		
Auxiliary Fund					
Revenues	\$ 8,099,716	\$ 4,668,435	\$ (3,431,281)	57.6%	60.1%
Expenses	10,787,175	5,105,487	5,681,688	47.3%	47.5%
Revenues Over/(Under) Expenses	\$ (2,687,459)	\$ (437,052)	\$ 2,250,407		
Reserve Fund					
Revenues	\$ 12,206	\$ -	\$ (12,206)	0.0%	0.0%
Expenses	525,000	501,209	23,791	95.5%	94.0%
Revenues Over/(Under) Expenses	\$ (512,794)	\$ (501,209)	\$ 11,585		
Financial Aid Fund					
Revenues	\$ 14,963,870	\$ 4,118,177	\$ (10,845,693)	27.5%	31.7%
Expenses	15,039,975	4,052,122	10,987,853	26.9%	33.8%
Revenues Over/(Under) Expenses	\$ (76,105)	\$ 66,055	\$ 142,160		
Internal Service Fund					
Revenues	\$ 215,176	\$ 23,494	\$ (191,682)	10.9%	35.5%
Expenses	251,785	78,704	173,081	31.3%	45.9%
Revenues Over/(Under) Expenses	\$ (36,609)	\$ (55,210)	\$ (18,601)		
Trust and Agency Fund					
Revenues	\$ 9,799	\$ 1,820	\$ (7,979)	18.6%	46.4%
Expenses	18,050	2,800	15,250	15.5%	0.0%
Revenues Over/(Under) Expenses	\$ (8,251)	\$ (980)	\$ 7,271		

Central Oregon Community College

Cash and Investments Report

As of December 31, 2020

College Portfolio	<u>Operating Funds</u>	<u>Trust/Other Funds</u>
Cash in State Investment Pool		
4089 - General operating fund	\$ 36,992,321	
3624 - Robert Clark Trust		\$ 384,224
December Average Yield 0.75%		
Cash in USNB	\$ 847,486	
Cash on Hand	\$ 4,600	
Total Cash	<u>\$ 37,844,407</u>	<u>\$ 384,224</u>



Central Oregon Community College
Board of Directors
 New Hires Report
 Date of Hire: January 1-31, 2021

Name	Hire Date	Job Description	Department
Classified Full-Time			
Chitwood, Lisa A	1/16/2021	Campus Custodian	Custodial Services
Temporary Hourly			
Beaty, Danielle	1/22/2021	Science Tutor	Tutoring and Testing
Fortenberry, Peter J	1/19/2021	Computer Lab Attendant II RDM	User Services
Harnden, Brittany Lee	1/4/2021	Lab Assistant-Medical Assist.	Medical Assisting
Weilmuenster, David	1/19/2021	Science Tutor II	Tutoring and Testing

William Smith Properties, Inc.

15 SW Colorado Avenue, Suite 1
Bend, OR 97702
Phone: (541) 382-6691
Fax: (541) 388-5414

MEMORANDUM

Date: February 3, 2021

To: Central Oregon Community College

From: William Smith Properties, Inc.

Subject: Outcrop Phase I – Development Agreement Amendment

During the January 13th COCC Board Meeting, the Board offered support, perspective, and concern regarding the sale of the lots from Phase I of the Outcrop subdivision.

We (COCC & WSPI) have a development agreement with Curtis Homes for building homes on ground-leased lots. Curtis Homes wants to purchase all the lots and is willing to do so at market rate (no bulk discount). Subject to COCC's approval, we have an agreement with Curtis Homes to purchase 15 of the 16 lots for \$3,975,000 with seller financing. This price values the lots 15%-20% higher than similarly sized lots recently sold in Discovery West, a strong outcome and one that is consistent with the economics presented during the January 13th COCC Board Meeting. Curtis Homes would build the project over a maximum of 24-months. Our seller financing would include an escalating interest rate to encourage them to build, sell, and close on the lots expediently.

The one remaining lot is Lot #1 situated immediately on the rock outcropping we intend to preserve. The lot includes a part of the outcropping, thus limiting its ability to be developed. We see an advantage in WSPI buying this lot individually to (a) ensure it is sold at a fair price (which we would support with an appraisal), and (b) to ensure the public-nature of the outcropping is preserved.

To take COCC out of the administrative process, we recommend COCC transfer to WSPI all 16 lots, and WSPI would record CC&Rs and HOA documents, then enter an agreement with Curtis Homes for the purchase of the lots. Proceeds would be distributed as follows:

- 1) The first \$200K directly to COCC as the Base Return on the 2010 appraised value (no WSPI management fee on this amount)
- 2) Split between COCC and WSPI proportionate to all Campus Village development costs (COCC gets its money back on infrastructure for the Culinary Institute; COCC pays 5% management fee to WSPI as outlined in the Development agreement)
- 3) Remaining proceeds split 50%/50% between COCC and WSPI (COCC pays 5% management fee to WSPI as outlined in the Development agreement)

The Development Agreement between COCC and WSPI does not currently address treatment of proceeds for selling developed land. With an amendment to the Agreement to be prepared by

legal counsel, we will provide for an equivalent economic structure and outcome as was intended for ground lease income in the original Agreement.

There are two recent comparable transactions for undeveloped RS land sales, both sold in the last 9 months.

- (1) 2473 NW Marken St - \$2.5M for 5.3-acres of RS land with an existing home. The home was valued at \$800K, leaving \$1.7M for the land, or **\$320K/acre**.
- (2) 62660 Skyline Ranch Rd - \$13M for 68-acres of industrial land that is prepared to be re-zoned for residential: **\$191K/acre**.

The first is a better comparable property given that it is closer in size to the Outcrop subdivision and has the same RS zoning. It is flatter and more easily developable than the Outcrop land. Phase I of Outcrop is roughly 3-acres. At \$320K/acre, COCC could have sold its undeveloped RS land for \$960K +/- . By partnering with WSPI and selling the developed lots, COCC will earn an estimated \$1.7M, an increase of more than \$700K from the undeveloped value of the land.

WSPI has spent over \$1.1M on the Outcrop subdivision alone and roughly \$1.6M on all Campus Village efforts since 2010, with no interest or development/consulting fees charged. COCC has spent about \$1M over that period, with the majority of those costs related to the infrastructure around the Culinary Institute. By following the intent of the original Development Agreement between COCC and WSPI, both COCC and WSPI recover costs from the last ten years and equitably split the excess funds derived from development.

We welcome your thoughts on the proposed path forward.

Retreat Outcome	Relevant Policy	Alignment?
Governance is community based	GP2 “Operate in all ways mindful of its civic trusteeship obligation to the citizens of its district.”	Yes
There is a clear, articulated definition of the Board’s role	GP2: Governing Style; GP3: Board Job Description	Yes
There is a mutually supportive relationship among the trustees and between the Board and CEO	BPR1-7: Board-President Relationship	Yes
The trustees act on behalf of the whole community	GP2: “Operate in all ways mindful of its civic trusteeship obligation to the citizens of its district”	Yes
Governance differentiates external from internal processes	GP2: “Focus chiefly on intended long term impacts on the world outside the organization (ends), not on the administrative or programmatic means of attaining those effects.”	Yes
There is continuous in-service training	<p>GP2: “Ongoing training will include orientation of new members in the Board's adopted governance process and periodic Board discussion of process improvement.”</p> <p>GP7: “Board members will also be encouraged to identify those areas of education and training needed to increase their knowledge and effectiveness in future deliberations.”</p> <p>GP13: “The Board will strive to maintain an awareness of local, regional and national trends in community college education. As such, there is an expectation that a least once in their 4-year term, a Board member will attend a</p>	Yes

	<p>convention of American Association of Community College Trustees (ACCT), American Association of Community Colleges (AACC), or Oregon Community College Association (OCCA).”</p>	
Trustee ethical behavior is above reproach	GP8: Board Members’ Code of Conduct	Yes
Trustees are accountable to each other and the college	<p>GP2: “Enforce upon itself whatever discipline is needed to govern with excellence. Discipline will apply to matters such as attendance, policy making principles, respect of roles, speaking with one voice and adherence to ethical practices.”</p> <p>“Be accountable to the general public for competent, conscientious and effective accomplishment of its obligations as a body. “</p>	Yes
Governance is engaged in statewide coordination	<p>GP10: “Board policy will include appropriate and/or required policies to meet federal and state laws and regulations, and program requirements, i.e., equal opportunity, affirmative action, sexual harassment, handicap accessibility.”</p> <p>GP13: “The Board will strive to maintain an awareness of local, regional and national trends in community college education. As such, there is an expectation that a least once in their 4-year term, a Board member will attend a convention of American Association of Community College Trustees (ACCT),</p>	No

	American Association of Community Colleges (AACCC), or Oregon Community College Association (OCCA).”	
A Trustee is always a trustee and, thus, should always be careful when engaging with others to ensure that the employee and/or friend doesn't feel empowered by the relationship	GP8: Board members may not attempt to exercise individual authority over the organization except as explicitly set forth in Board policies. <ul style="list-style-type: none"> A. Board members' interaction with the President or with staff must recognize the lack of authority in any individual Board member or group of Board members except as noted above. B. Board members' interaction with the public, press or other entities must recognize the same limitation and the similar inability of any Board member or Board members to speak for the board. 	Yes
The trustee should always inform the President, and as appropriate the Board Chair, of such conversations in order to ensure trust is continuously built and reinforced	GP3: “To be an active and engaged Board member - attend Board meetings and functions, participate on one or more committees, and take the initiative to be informed to make good decisions (i.e. communicate with staff through the President).”	No
Trustees should not meet with others at the college without informing the President	Same as above	No

<p>A trustee has the responsibility to vote his/her conscience. However, the majority of the board determines policy and direction. Should a trustee oppose a board's decision, it was agreed that that trustee may choose to explain his vote publicly but affirm that she/he supports the board's actions</p>	<p>GP2: "Enforce upon itself whatever discipline is needed to govern with excellence. Discipline will apply to matters such as attendance, policy making principles, respect of roles, speaking with one voice and adherence to ethical practices."</p>	<p>No</p>
<p>There is concurrence that the President is the one employee of the Board, that the President employees the faculty, staff and administrators.</p> <ul style="list-style-type: none"> a. However, the Board may also employ general counsel, auditors and realtors who report directly to the board but with a "dotted line" to the President. b. There was agreement that further research was necessary to determine whether the Board must approve appointments of employees; otherwise, this may be an opportunity to modify that practice 	<p>GP2: Unless otherwise specifically delegated by the Board, the Board shall have sole responsibility for appointment of legal counsel or real estate agencies that represent the College in whole, any College department or College unit. "</p> <p>BPR1: "All board authority delegated to staff is delegated through the President, so that all authority and accountability of staff is considered to be the authority and accountability of the President."</p>	<p>Yes</p>
<p>Respect for one another</p>	<p>GP2: "Enforce upon itself whatever discipline is needed to govern with excellence. Discipline will apply to matters such as attendance, policy making principles, respect of roles, speaking with one voice and adherence to ethical practices."</p> <p>GP8: "This commitment includes proper use of authority and appropriate decorum in group and individual behavior at all times"</p>	<p>Yes</p>

Inclusivity	GP2: "The board will be actively involved in the governance of the college, being proactive rather than reactive, staying adequately informed on relevant issues and approaching its task with a style which emphasizes outward vision rather than an internal preoccupation, encouragement of diversity in viewpoints, strategic leadership more than administrative detail, clear distinction of board and staff roles, collective rather than individual decisions and an orientation towards the future while respecting lessons from the past"	Yes
Seek to understand before trying to be understood a. Everyone is heard	Same as above	Yes
Trustees inform President when meeting with employees	GP3: "To be an active and engaged Board member - attend Board meetings and functions, participate on one or more committees, and take the initiative to be informed to make good decisions (i.e. communicate with staff through the President)."	No
Protocols are developed to ensure effective/efficient Board Meetings and Operations	GP9: Board Operations	Yes
Ensure a system that continuously updates and approves new policies as required for effective governance	GP7: "To accomplish its goals with a governance style consistent with Board policies, the Board will utilize a planning cycle which typically starts with a Board Retreat in the summer and/or fall and continues through	Yes

	<p>the year, taking into special consideration if there is an upcoming legislative session.</p> <p>“Topics to be covered include, but are not limited to: long-term financial health of the institution, strategic planning, master plan update, facility maintenance review, student success measures, new programs, and review of Board policies.”</p> <p>GP9: The Board will consider proposed new or revised policy twice, first as an informational item; second as a recommendation for approval. Upon majority vote of the Board, the policy will be incorporated into the Board's policies.”</p> <p>GP11: “The Board of Directors will formally review the Board Governing Policies every other year (although changes may be made sooner than that if necessary)”</p>	
<p>Board Development should be on-going and a more effective new trustee program developed to help new trustees more effectively integrate into the operations of the Board and President</p>	<p>GP14: New Board Member Orientation</p>	<p>No</p>
<p>Act as a unit, speak with one voice, especially when there may be split decisions</p>	<p>GP2: “Enforce upon itself whatever discipline is needed to govern with excellence. Discipline will apply to matters such as attendance, policy making principles, respect of roles, speaking with one voice and adherence to ethical practices.”</p>	<p>No</p>

Transparency, no factions within the Board or between trustees and the President	Same as above	Yes
Ensure the clear boundaries of Board/President's roles are respected	BPR1-7	Yes
The trustees and President continue to grow together a. Regular evaluations of the Board and President in order to continuously improve their performance and that of the college	GP2: "Self-monitoring will include at least a biannual comparison of board activity and discipline to its Governance Process and Board-Staff Relationship policies." BPR3: Evaluating Presidential Performance	Yes
Trust	None	No
Board chair is voice of the college	GP4: "The Chair is the only Board Member authorized to officially speak for the Board (beyond simply reporting Board decisions), other than in rare and specifically authorized instances."	Yes
Chair has direct relationship with the President as required by the Chain of Command, though each trustee should have a direct relationship with the President, which should be nurtured by both the trustees and the President	GP4: "The authority of the Chair consists of making and/or carrying out decisions on behalf of the Board. This authority extends to all decisions which fall within and are consistent with any reasonable interpretation of Board policies on Governance Process and on the Board-President Relationship, except where the Board specifically delegates portions of this authority to others. A. The Chair is empowered to chair Board meetings with all the commonly accepted power of that	No

	<p>position (e.g., ruling, recognizing, etc.).</p> <p>B. The Chair has no authority to make unilateral decisions about policies and no authority to individually supervise or direct the President.”</p> <p>BPR1: “No individual Board member, officer or committee has authority over the President.”</p> <p>BEP6: “Communicate with the Board as a whole except when (a) fulfilling individual requests for information or (b) responding to officers or committees duly charged by the Board.”</p>	
<p>Chair has a vision for the outcomes of each Board meeting</p>	<p>GP4: “The outcome of an effective Chair is that the Board behaves consistent with its own policies on governance and Board/staff relationship and those legitimately imposed upon it from outside the organization.</p> <p>A. The Chair is responsible for reviewing the Board meeting agenda and facilitating the Board meetings to ensure the Board remains proactive, forward looking and value-added in its deliberations.</p>	<p>Yes</p>
<p>Chair sets agendas with the President</p>	<p>GP9: “An agenda topics list will be prepared by the Chair in conjunction with the President, typically with input from the full Board at a</p>	<p>Yes</p>

	retreat. This list will be linked to Board policy issues and the Strategic Plan. The Board Chair, with input from Board members and the President, will set the monthly business agenda.”	
Chair facilitates board business as a proactive meeting manager	GP4: “The outcome of an effective Chair is that the Board behaves consistent with its own policies on governance and Board/staff relationship and those legitimately imposed upon it from outside the organization. A. The Chair is responsible for reviewing the Board meeting agenda and facilitating the Board meetings to ensure the Board remains proactive, forward looking and value-added in its deliberations.	Yes
Chair promotes clear, effective communications among the trustees and President a. Ensure the Board receives necessary information from the president b. Ensure all trustees are equally engaged and informed c. No surprises	GP4: Chairperson / Vice Chairperson Role	No
Chair defuses conflicts and the Board, especially the Chair, must handle board issues, not the President	GP4: The outcome of an effective Chair is that the Board behaves consistent with its own policies on governance and Board/staff relationship and those legitimately imposed upon it from outside the organization.	Yes

	<ul style="list-style-type: none"> A. The Chair is responsible for reviewing the Board meeting agenda and facilitating the Board meetings to ensure the Board remains proactive, forward looking and value-added in its deliberations. B. Meeting discussion content will only be those issues which, according to Board policy, clearly belong to the Board to decide, not the President. C. Deliberation will be timely, fair, orderly and thorough, but also efficient, limited to time allotted and kept to the point. D. The Board's policies concerning individual and group behavior will be enforced appropriately. 	
<p>Chair leads the Board in achieving the College's strategic plan</p>	<p>GP7: "To accomplish its goals with a governance style consistent with Board policies, the Board will utilize a planning cycle which typically starts with a Board Retreat in the summer and/or fall and continues through the year, taking into special consideration if there is an upcoming legislative session.</p> <p>"Topics to be covered include, but are not limited to: long-term financial health of the institution, strategic planning, master plan update, facility maintenance review, student</p>	<p>Yes</p>

	<p>success measures, new programs, and review of Board policies.”</p> <p>GP9: “An agenda topics list will be prepared by the Chair in conjunction with the President, typically with input from the full Board at a retreat. This list will be linked to Board policy issues and the Strategic Plan. The Board Chair, with input from Board members and the President, will set the monthly business agenda.”</p>	
<p>Chair ensures that the Board directs the President, not individual trustees</p>	<p>GP4: “The outcome of an effective Chair is that the Board behaves consistent with its own policies on governance and Board/staff relationship and those legitimately imposed upon it from outside the organization.”</p> <p>GP8: “Board members may not attempt to exercise individual authority over the organization except as explicitly set forth in Board policies.</p> <p style="padding-left: 40px;">A. Board members' interaction with the President or with staff must recognize the lack of authority in any individual Board member or group of Board members except as noted above.”</p> <p>BPR1: “No individual Board member, officer or committee has authority over the President.”</p>	<p>Yes</p>

<p>The President and trustees should have a direct relationship</p>	<p>BPR1: “No individual Board member, officer or committee has authority over the President. Information or assistance may be requested by individuals or groups, but if such a request - in the President’s judgment - requires a material amount of staff time or funds or is disruptive, it may be refused, unless authorized by the Board.”</p>	<p>Yes</p>
<p>The relationship should be genuine and cordial</p>	<p>None</p>	<p>No</p>
<p>Trust is paramount and requires respect and support of the President a. There should never be a public criticism of the President or of the Board and individual trustees</p>	<p>GP8: Board members will refrain from making any public remarks or disparaging comments about the President or staff that could damage the college's reputation.</p>	<p>No</p>
<p>Respect the clear boundaries between the Board and President’s roles and responsibilities</p>	<p>BPR1-7</p>	<p>Yes</p>
<p>The Board and President should continue to grow together</p>	<p>None</p>	<p>No</p>
<p>Individual trustees may give advice but only the Board acting as a whole may direct the President</p>	<p>GP8: “Board members may not attempt to exercise individual authority over the organization except as explicitly set forth in Board policies. A. Board members' interaction with the President or with staff must recognize the lack of authority in any individual Board member or group of Board members except as noted above.”</p>	<p>Yes</p>

	BPR1: “No individual Board member, officer or committee has authority over the President.”	
Inform the President of meetings with constituents/employees	GP3: “To be an active and engaged Board member - attend Board meetings and functions, participate on one or more committees, and take the initiative to be informed to make good decisions (i.e. communicate with staff through the President).”	No
Internal Board issues must be addressed by the Board, through the Board Chair, not by the President	GP4: “The Board's policies concerning individual and group behavior will be enforced appropriately.”	Yes
A critical responsibility of the Board is the President’s Success	BPR3: “to evaluate the success of the College in meeting its strategic objectives as set forth in the adopted Strategic Plan, and the President's role in such success or lack of success”	Yes
The President must keep all trustees informed and engaged – no surprises	BEP6: Communication & Counsel to the Board	Yes
The Board is to provide clear and achievable policies and goals so the President knows what the Board’s charges are	BPR3: Evaluating Presidential Performance	Yes
The Board should regularly evaluate themselves and the President and provide on-going feedback in order to continuously improve both the Board and President’s effectiveness	GP2, GP7, GP13, BPR3	Yes



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cocc.edu

CTE Month Resolution

Central Oregon Community College Board of Directors

Resolution

WHEREAS: February 1-28, 2021, has been designated Career and Technical Education Month[®] by the Association for Career and Technical Education; and

WHEREAS: career and technical education offers students the opportunity to gain the academic, technical, and employability skills necessary for true career readiness; and

WHEREAS: students in career and technical education programs participate in authentic, meaningful experiences that improve the quality of their education and increase their engagement and achievement; and

WHEREAS: career and technical education at community colleges will prepare Oregonians to return to work as Oregon's economy recovers from COVID-19 and wildfire devastation, particularly those systemically marginalized Oregonians who have been the most adversely impacted by these challenges; and

WHEREAS: leaders from business and industry nationwide report increasing challenges related to addressing the skills gap and connecting qualified professionals with available careers in critical and growing CTE-related fields, including healthcare, energy, advanced manufacturing, cybersecurity, and information technology; and

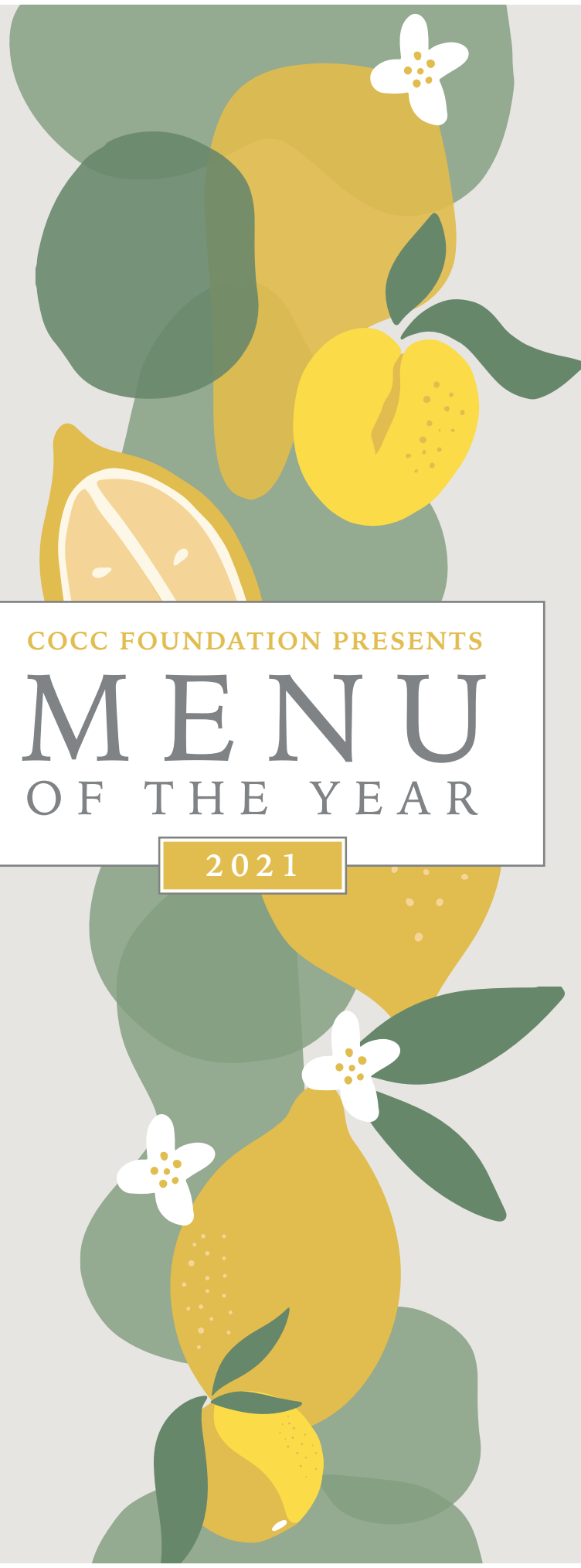
WHEREAS: career and technical education programs ensure that employers have access to a qualified and thriving workforce, ensuring Oregon has a strong and competitive economy;

NOW, THEREFORE, BE IT RESOLVED that the Central Oregon Community College Board of Directors do hereby proclaim February 1-28, 2021, as **Career and Technical Education Month;** and

BE IT FURTHER RESOLVED that the Board of Directors encourages all citizens to become familiar with the services and benefits offered by the career and technical education programs at Central Oregon Community College, and to support and participate in these programs to enhance their individual skills and productivity, and to help Oregon's economy thrive again.

Passed and Approved: _____, 2021

Alan Unger, Acting Chair
Central Oregon Community College Board of Directors



COCC FOUNDATION PRESENTS

MENU

OF THE YEAR

2021

COCC FOUNDATION PRESENTS

MENU OF THE YEAR

2021

ORDER YOUR DELECTABLE EXPERIENCES NOW THROUGH MARCH 31!

Much has changed this year, including the 43rd Meal of the Year. While there will be no live-streamed gala, we're celebrating the power of education by offering you a 'menu' of delectable choices in support of scholarships at COCC.

STARTERS

ONLINE RAFFLE: YOUR HOME, YOUR HAVEN

\$15,000 toward your home improvement project from Webfoot Painting, Central Oregon's Seriously Great Painters!

Your winning ticket can be applied to interior paint, concrete coating, cabinet refinishing or painting, and interior carpentry. **Buy tickets now!** Three weekly prize drawings + Grand Prize drawing on March 31.

Work to be done in Deschutes County, Prineville or Madras on a mutually agreed upon date.

Project to be completed
April 1 - May 14, 2021 or
Oct 16, 2021 - May 14, 2022.

\$50 per ticket
1000 tickets available

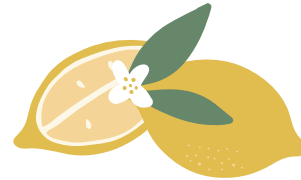
DRINKS

WINE GRAB: PULL FROM OUR CELLAR OF MYSTERY

Pull a mystery bottle from COCC Foundation's private estate collection of mostly Big Reds from Napa to Bordeaux in a virtual wine drawing.

Must be in Central Oregon
and aged 21+

\$50 per 'grab'
100 bottles available



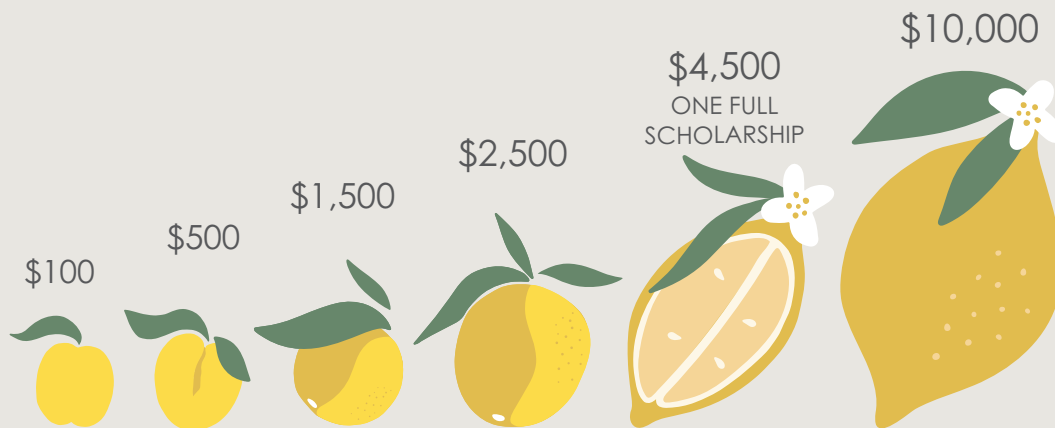
VIRTUAL WINE TASTING: ENGAGING LIVE EXPERIENCES

Includes a complete wine tasting party kit and class for two individuals: Zoom link and a prepaid wine basket waiting for you at Newport Market for pickup. Local sommelier Laura Craska Cooper shares her passion and expertise in this online interactive experience designed for wine enthusiasts and beginners alike exploring the major wine regions of Italy or Spain.

\$300 per session
Italian Wines: March 4, 2021 | 6:30 to 8:30 p.m.
Spanish Wines: March 11, 2021 | 6:30 to 8:30 p.m.
Receive 3 bottles of wine and light fare

MAIN ENTREE: SCHOLARSHIPS

DONATION LEVELS



Or simply let us know how many students you would like to send to COCC!

DINNER TO GO

LIVE COOK-ALONG EXPERIENCES: COCC'S CASCADE CULINARY INSTITUTE'S MEAL OF THE YEAR

Enjoy a fun and inspiring evening cooking live via Zoom with one of CCI's brilliant chefs. Your delectable 3-course meal kit for 4 includes locally sourced and high-quality ingredients paired with 2 bottles of wine and a spectacular prepared dessert — all delivered to your doorstep! This exclusive offering will lead you step-by-step through preparation as you virtually interact with the Chef and feast with others who enjoy a passion for fine food and drink. Only 12 Zoom links are available per session, so don't delay. This is an experience you do not want to miss!

\$750 per session

Session 1: April 10, 2021 with Chef Wayne Yeatman | 4 to 5:30 p.m.

Session 2: April 17, 2021 with Chef Thor Erickson | 4 to 5:30 p.m.

Receive ingredients for a 3-course meal for 4 and 2 bottles of wine

**TOGETHER,
WE CHANGE
LIVES!**

**VISIT: [MENUOFTHEYEAR.ORG](https://menuoftheyear.org)
FOR DETAILS & TO ORDER NOW**

THANKS TO OUR 2021 MENU OF THE YEAR SPONSORS,
WITHOUT WHOM THIS YEAR'S UNIQUE EVENT
WOULD NOT BE POSSIBLE!

YOUR HOME, YOUR HAVEN RAFFLE SPONSOR



WINE GRAB SPONSOR



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The Bulletin



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Central Oregon Community College Board of Directors: Information Item

Subject	Student COVID Emergency Funds
Strategic Plan Initiatives	Student Success – Initiative 3: Enhance and promote the resources and support services available to help students overcome non-academic challenges.
Prepared By	Alicia Moore, Vice President of Student Affairs

On March 13, 2020, President Trump declared a national emergency due to the COVID-19 pandemic. Since that time, several emergency aid packages were passed at a federal or state level and various organizations and/or donors contributed to different student emergency aid funds. A summary of the student funds are below.

Fund Name	Total Available	How Distributed	When Distributed	Remaining Balance
CARES – HEERF	\$1,591,836	Automatic distribution based on need levels; need level determined by information provided on FAFSA. Balance of funds distributed via application process.	Spring and summer 2020 Fall 2020	\$1,305
CARES – HEERF for TITLE III institutions	\$159,008	Automatic distribution based on student need levels, with need levels determined by information provided on FAFSA. COCC combined HEERF – Title III and GEER funds into one distribution.	Late fall 2020	\$1,688
GEER	\$194,952			\$372
COCC Foundation and State of Oregon GEER Matching Funds	\$18,100	Automatic distribution to undocumented students based on need levels; need level determined based on information provided on the OrSAA.	Spring and fall 2020 (no eligible students in summer 2020)	n/a
Student Relief Fund (Oliver Bridge Foundation and anonymous donor)	\$13,510	Funds distributed based on a first-come, first-served application process in which students could document	Fall 2020 and on-going	\$6,507

		financial need related to COVID-19.		
Oregon Community Foundation – Native American Student Support Fund	\$10,000	Funds distributed based on a first-come, first-served application process in which students could document need related to COVID-19.	Winter 2020	TBD; awards are in progress

Total distributed to students to date is \$1,977,534.

In addition to the above, Congress approved a second relief act, the Coronavirus Response and Relief Supplemental Appropriations Act (CRRSAA), in December 2020. Early estimates are that this will include, at a minimum, the same amount in student aid as the original CARES – HEERF Act. The Department of Education indicates that they will have actual aid amount and regulations available in early February.