



CENTRAL OREGON  
COMMUNITY COLLEGE  
Board of Directors' Meeting – AGENDA  
Wednesday, June 12, 2019 – 6:15 PM  
Crook County Open Campus, Prineville, OR

TIME**	ITEM	ENC.*	ACTION	PRESENTER
6:15 pm	I. <b>Call to Order</b>			Craska Cooper
	II. <b>Introduction of Guests</b>			Craska Cooper
	III. <b>Executive Session:</b> ORS 192.660 (2)(d), Labor Negotiations			Paradis <input type="checkbox"/>
	IV. <b><u>Formal Opening of Public Hearing &amp; Testimony for 2019-20 Budget</u></b>			
	A. Budget Hearing Input			
	V. <b><u>Adjournment</u></b> of Public Hearing & Testimony for 2019-20 Budget			
	VI. <b><u>Reconvene Regular Public Board of Directors' Meeting</u></b>			
	VII. Hearing for 2019-20 Budget			
	A. Adoption of the 2019-20 Budget			
	Budget Resolution I	7.a	X	Dona <input type="checkbox"/>
	B. Appropriation Resolution			
	Budget Resolution II	7.b	X	Dona <input type="checkbox"/>
	C. Levy Property Taxes			
	Budget Resolution III	7.c	X	Dona <input type="checkbox"/>
	VIII. <b>Agenda Changes</b>			
	IX. <b>Election of Officers</b>			Craska Cooper
	A. Chair - 2019-2020			
	B. Vice Chair - 2019-2020			
	X. <b>Public Comments</b>			
	A. COCC Crook County Open Campus/Prineville – Update			Kristensen <input type="checkbox"/>
	B. Urban Renewal Planning	10.b		Simmelink/ Rasmussen <input type="checkbox"/>
	XI. <b>Consent Agenda***</b>			
	A. Minutes			
	1. Budget – May 8, 2019	11.a1	X	Smith
	2. Regular – May 8, 2019	11.a2	X	✓
	B. Personnel			
	1. New Hire Report (May 2019)	11.b1	X	Boehme <sup>A</sup>
	C. Approval to Hire			
	1. Approval of Contract (Koon)	11.c1	X	Boehme <sup>A</sup>
	2. Approval of Contract (McGean)	11.c2	X	✓
	3. Approval of Contract (Hamlin)	11.c3	X	✓
	4. Approval of Contract (De Sitter)	11.c4	X	✓
	5. Approval of Contract (Cook)	11.c5	X	✓
	6. Approval of Contract (Van Orsdol)	11.c6	X	✓
	D. Faculty Rehires	11.d	X	Julian <sup>A</sup>





## Central Oregon Community College Board of Directors: Resolution

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<b>Subject</b>	Adopt the College Budget for 2019-20
<b>Strategic Plan Connection</b>	<b>Institutional Efficiency</b> Strengthen systems, policies and procedures to create more proactive, responsive and effective internal processes.
<b>Prepared By</b>	David Dona, Chief Financial Officer

### A. Background

The Budget Committee discussions for the 2019-20 budget focused on the State's biennium appropriation for the community college support fund (CCSF), property taxes, student enrollment, PERS rates, tuition and fees, health insurance costs, and unfunded mandates. No changes are proposed to the budget approved by the Central Oregon Community College Budget Committee on May 8, 2019. The Board of Directors has the power to adjust the resources and expenditures as approved by the Budget Committee. However, the governing body's power to change the approved budget is limited. The Board can reduce or even eliminate expenditures in a fund, but expenditures cannot be increased in a fund by more than \$5,000 or 10 percent, whichever is greater. In addition, the Board cannot increase the property tax rate or amount approved by the Budget Committee. If the governing body wants to exceed either of these limits, it must publish a revised financial summary and budget hearing notice, and hold another budget hearing [ORS 294.435].

### B. Options

- 1) Adopt the budget at this time.
- 2) Do not adopt the budget at this time.

### C. Timing

The budget must be adopted before July 1, 2019 for the College to continue its operations.

### D. Budget Impact

N/A

### E. Proposed Resolution

Be it resolved that the Central Oregon Community College Board of Directors do hereby adopt the Budget for fiscal year 2019-20 in the aggregate amount of \$93,383,200 (total of all funds) approved by the Budget Committee on May 8, 2019.



## Central Oregon Community College Board of Directors: Resolution

<b>Subject</b>	Make Appropriations for the 2019-20 Budget
<b>Strategic Plan Connection</b>	<b>Institutional Efficiency</b> Strengthen systems, policies and procedures to create more proactive, responsive and effective internal processes.
<b>Prepared By</b>	David Dona, Chief Financial Officer

### A. Background

Appropriations provide local government with legal spending authority throughout the fiscal year. Separate appropriations are required for each fund in which you have budgeted expenditures [ORS 294.456(3)]. The resolution making appropriations must identify the appropriations by object classifications, which correspond to the expenditures categories in the budget.

#### GENERAL FUND

Instruction and Instructional Support	\$ 26,860,750	
Student Services	5,037,355	
College Support Services	5,892,468	
Campus Services	4,926,419	
Information Technology Services	4,688,710	
Financial Aid	295,079	
Contingency	800,000	
<b>Total General Fund</b>		\$ 48,500,781

#### DEBT SERVICE FUND

Principal	\$ 2,553,324	
Interest	3,249,556	
Materials and Services	600	
<b>Total Debt Service Fund</b>		\$ 5,803,480

#### CAPITAL PROJECTS FUND

Personnel Services	\$ 86,865	
Materials and Services	1,640,000	
Capital Outlay	2,004,400	
Transfers Out	100,000	
<b>Total Capital Projects Fund</b>		\$ 3,831,265

**ENTERPRISE FUND**

Personnel Services	\$	1,068,259	
Materials and Services		3,951,756	
Capital Outlay		70,000	
Transfers Out		1,711,588	
<b>Total Enterprise Fund</b>			\$ 6,801,603

**INTERNAL SERVICE FUND**

Personnel Services	\$	67,300	
Materials and Services		181,000	
Capital Outlay		6,000	
Transfers Out		15,000	
<b>Total Internal Service Fund</b>			\$ 269,300

**RESERVE FUND**

Materials and Services	\$	25,000	
Transfers Out		450,000	
<b>Total Reserve Fund</b>			\$ 475,000

**SPECIAL REVENUE FUND**

Federal Grant Programs	\$	1,456,920	
State Grant Programs		407,724	
Other Grant Programs		221,856	
Contracts		794,254	
New Programs		1,000,000	
<b>Total Special Revenue Fund</b>			\$ 3,880,754

**AUXILIARY FUND**

Self-Sustaining Activities	\$	2,725,694	
Non-General Fund Instruction		6,037,409	
Revolving Activities		930,122	
Contractual & Administrative Provisions		700,817	
<b>Total Auxiliary Fund</b>			\$ 10,394,042

**FINANCIAL AID FUND**

Federal Programs	\$	7,906,000	
State Programs		3,800,000	
Institutional Programs		1,680,000	
Other Programs		28,975	
<b>Total Financial Aid Fund</b>			\$ 13,414,975

**TRUST & AGENCY FUND**

Materials and Services	\$	12,000	
<b>Total Trust &amp; Agency Fund</b>			\$ 12,000

<b>Total Budget Appropriation</b>			<u>\$ 93,383,200</u>
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**B. Options**

- 1) Make Appropriations at this time.
- 2) Do not Make Appropriations at this time.

**C. Timing**

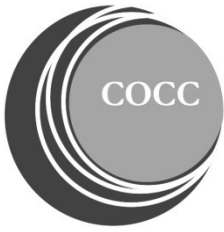
The budget must be adopted before July 1, 2019 for the College to continue its operations.

**D. Budget Impact**

N/A

**E. Proposed Resolution**

Be it resolved that the Central Oregon Community College Board of Directors do hereby make appropriations in the amounts, expenditure categories, and funds as detail above in section A totaling \$93,383,200.



## Central Oregon Community College Board of Directors: Resolution

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<b>Subject</b>	Impose and Categorize taxes for 2019-20
<b>Strategic Plan Connection</b>	<b>Institutional Efficiency</b> Strengthen systems, policies and procedures to create more proactive, responsive and effective internal processes.
<b>Prepared By</b>	David Dona, Chief Financial Officer

### A. Background

The governing body must declare through resolution the Measure 5 limitation category of each of its taxes [ORS 294.456]. This resolution is the basis for the certification of the tax limitation category that is submitted to the assessor on the Form ED-50.

	<u>Subject to the Education Limits</u>	<u>Excluded from Measure 5 Limits</u>
Permanent Rate	\$0.6204 / \$1,000	
General Obligation Bonds		\$3,358,795

### B. Options

- 1) Impose and categorize taxes at this time.
- 2) Do not impose and categorize taxes at this time.

### C. Timing

The budget must be adopted before July 1, 2019 for the College to continue its operations.

### D. Budget Impact

N/A

### E. Proposed Resolution

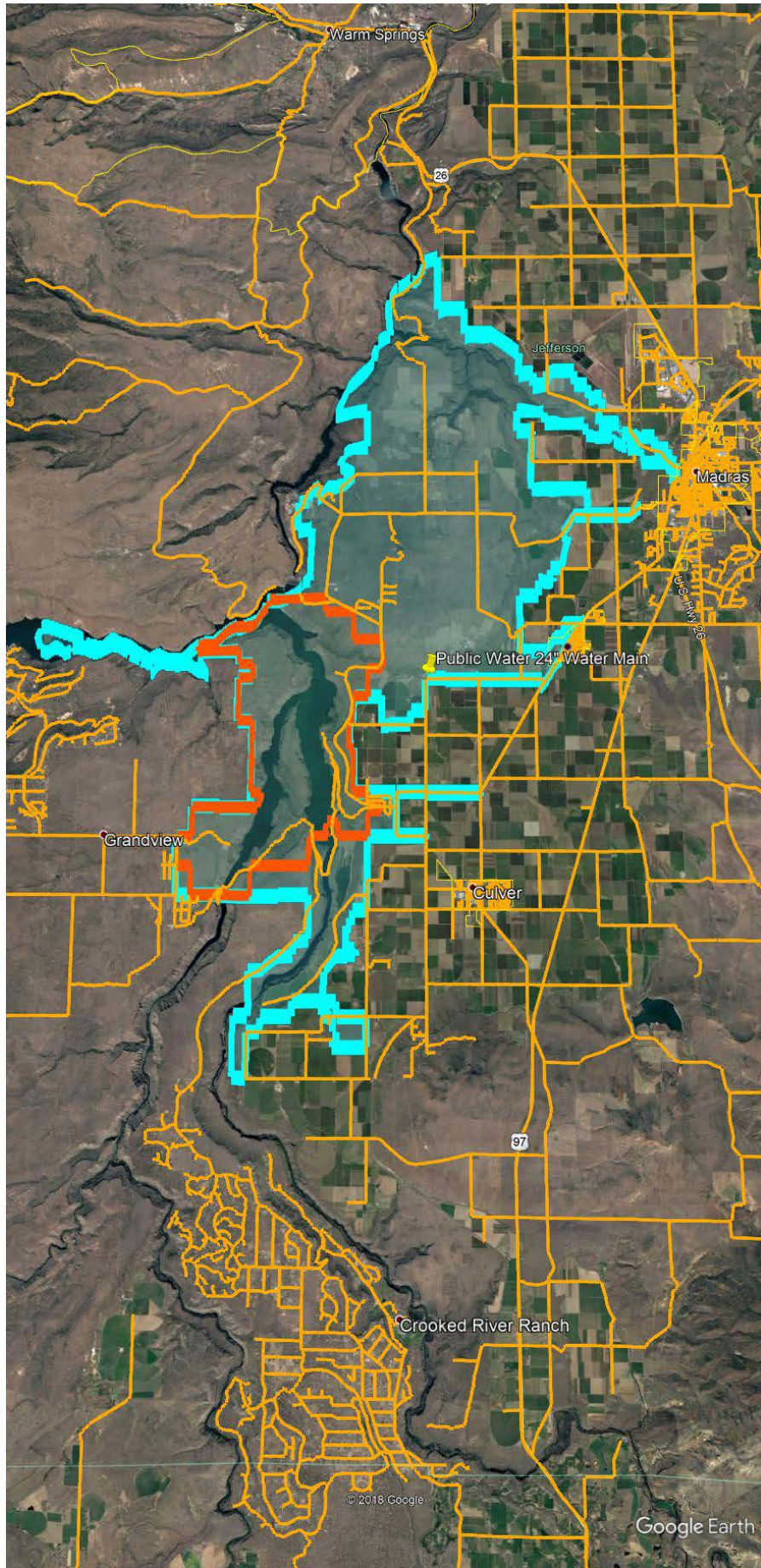
Be it resolved that the Central Oregon Community College Board of Directors do hereby impose and categorize the taxes provided in the 2019-20 adopted budget at the rate of \$0.6204 per \$1,000 of assessed value for operations, and in the amount of \$3,358,795 for voter approved general obligation bonds debt service for the tax year 2019-20. These taxes are imposed and categorized upon the assessed value of all taxable property within the district.

## Urban Renewal Planning

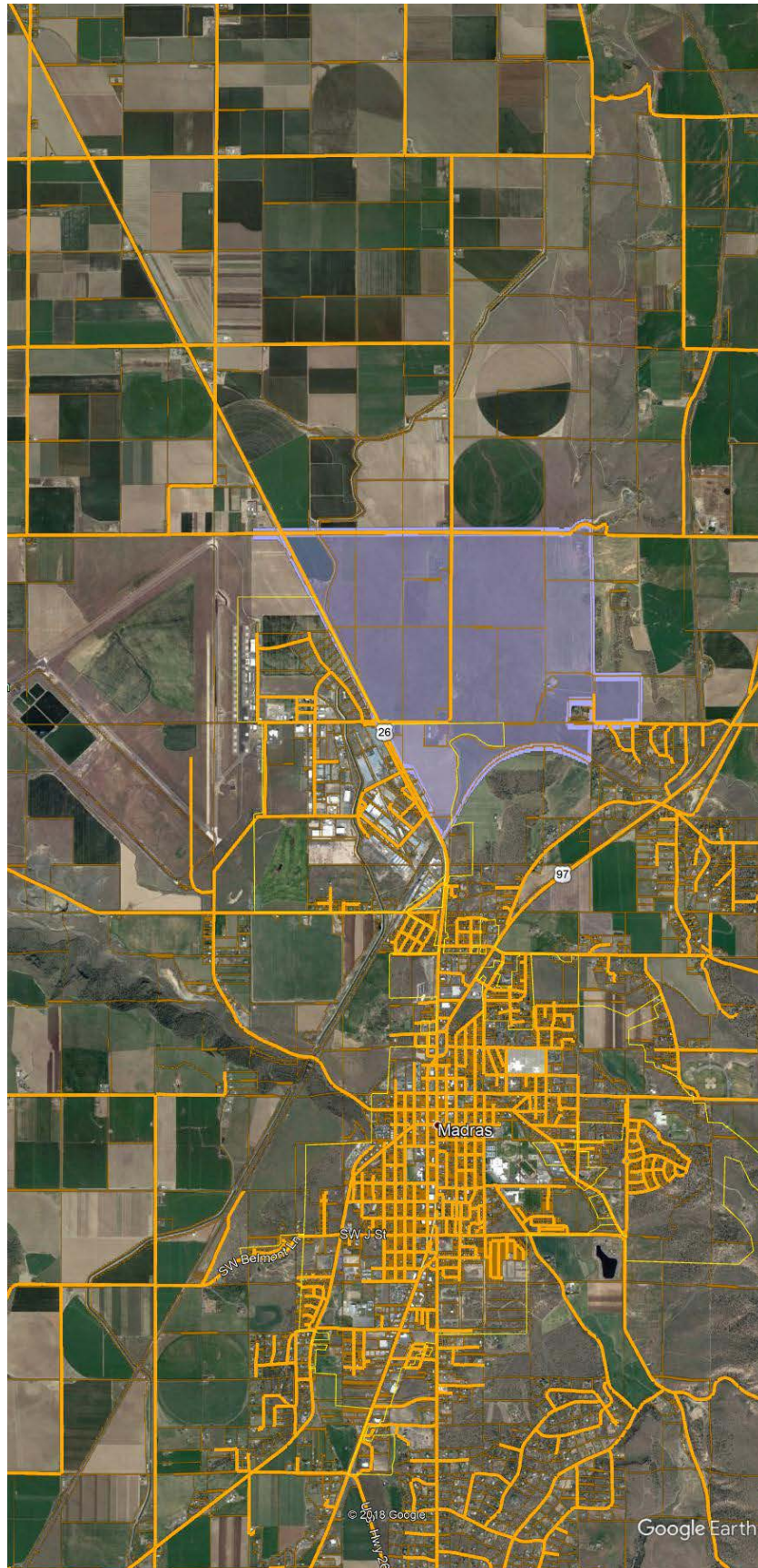
1. BOCC meeting - State Parks – Cove Park Master plan – June 26, 2019 @ 10:30am
2. BOCC meeting - “URD 101” – Presentation – June 26, 2019 @ 11:30am
  
3. PRBREW – Urban Renewal District (URD)
  - a. Creation sometime before May 2020
    - i. Focus on underutilized land
      1. Tourism Related Facilities
        - a. Hotel/conference
        - b. Fairgrounds
      2. Rural Housing
      3. Solar Farm Development
        - a. 60 MW facility just started EFSC permit process
      4. Park/Trail facilities and maintenance
    - ii. Option to include parts of the City of Metolius
      1. Depot
      2. Other development
  
4. Cherry/Dogwood URD
  - a. Creation sometime before May 2020
    - i. Focus on underutilized land
      1. Industrial/Commercial activity
        - a. Infrastructure needs
          - i. Cherry/Hwy 26 Alignment
      2. Rural Housing
      3. Solar Farm Development
    - ii. Option to go west of Hwy 26 for airport development needs
      1. New road intersection between Cherry & Dogwood



PRBREW URD Draft Boundary (26,977 acres or 42.2 sq. miles)



Cherry URD Draft Boundary (1,117 acres or 1.75 sq. miles)





LEAGUE OF OREGON CITIES

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# FAQ on Urban Renewal

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APRIL 2018



## FAQ: Urban Renewal

### 1. What is “Urban Renewal”?

Urban renewal is a financing mechanism used to improve the economic viability of specified areas. Specifically, ORS chapter 457 gives cities and counties the authority to activate an urban renewal agency, with the power to propose and act on plans and projects to address “blight” in identified areas.<sup>1</sup> Examples of “blight” include buildings that are unsafe or unfit for occupancy, inadequate infrastructure, or population loss.<sup>2</sup> The area subject to urban renewal is called the “plan area.”

### 2. How does My City Determine if Urban Renewal is Necessary?

The best way to determine if urban renewal is right for your city is to engage in preliminary feasibility studies. State law does not require cities or counties to conduct preliminary feasibility studies, but they can greatly help a city determine if blight exists in an area, how large a plan area should be, and what projects will successfully address the blight. Preliminary feasibility studies are often drafted by a technical advisory committee, ideally with input from residents, business owners, and other stakeholders.

### 3. How Does My City Create an Urban Renewal Agency?

A city or county can activate an urban renewal agency by declaring, via ordinance, that a blighted area exists in the city or county and there is a need for an urban renewal agency to function in the area.<sup>3</sup>

### 4. Is an Urban Renewal Agency Part of the City or County?

No. The new urban renewal agency is a separate entity from the city or county that created it. Thus, when the city or county activates an urban renewal agency, it must also establish a governing structure for the agency and appoint a board. An urban renewal agency board can take one of three forms: (1) the governing body of the municipality (*e.g.*, the city council) acts as the agency board; (2) a separate group—appointed by the municipal governing body—acts as the board; or (3) the city housing authority acts as the board.<sup>4</sup> The urban renewal agency board may also appoint an advisory committee, although state law does not require one.

### 5. Are There any Limits on the Size of an Urban Renewal Area?

Yes. State law<sup>5</sup> limits the amount of acreage and assessed value that may be under the jurisdiction of an urban renewal agency. For cities with a population greater than 50,000, that limit is 15 percent, and for cities with a population less than 50,000, that limit is 25 percent. The 15 percent and 25 percent for maximum acreage and assessed value includes both the proposed urban renewal area *and* all other areas in the city already under an urban renewal plan.

<sup>1</sup> Article 9 of the Oregon Constitution gives the Legislature authority to provide for urban renewal throughout the state. ORS chapter 457 sets out the state laws that govern urban renewal areas and agencies.

<sup>2</sup> See ORS 457.010(1) (statutory definition of blight).

<sup>3</sup> ORS 457.035.

<sup>4</sup> ORS 457.045.

<sup>5</sup> ORS 457.420.

## **6. What Must be Included in an Urban Renewal Plan?**

After being activated by the city or county, an urban renewal agency is tasked with drafting an urban renewal plan.<sup>6</sup> State law identifies the components that must be included in an urban renewal plan.

Urban renewal plans must include the following components:

- a. A description of each urban renewal project to be undertaken.
- b. An outline of the major project activities planned for the urban renewal area(s).
- c. A map and legal description of the urban renewal area(s).
- d. An explanation of how the plan relates to local objectives.
- e. An indication of proposed land uses, maximum densities, and building requirements for each urban renewal area.
- f. A description of relocation methods for residents or businesses that must move because of urban renewal agency projects.
- g. A description of property to be acquired by the urban renewal agency (if any) and how it will be disposed (*e.g.*, sale or lease), along with a schedule for acquisition and disposition.
- h. If the plan calls for use of tax increment financing, the maximum amount of indebtedness to be issued or incurred.
- i. A description of which changes to the urban renewal plan are to be considered “substantial amendments.”
- j. If the plan calls for the development of a public building (*e.g.*, police station), an explanation of how the building serves or benefits the urban renewal area.

## **7. How does Urban Renewal Relate to my City’s Comprehensive Plan?**

State law mandates that an urban renewal plan conform with a city’s acknowledged comprehensive plan.<sup>7</sup> However, if a city council certifies that an area is in need of redevelopment or rehabilitation as a result of a flood, fire, hurricane, earthquake, storm or other catastrophe respecting which the governor has certified the need for disaster assistance under federal law, the city council may approve an urban renewal plan and project for such area without having the urban renewal plan and project conform to the city’s comprehensive plan.<sup>8</sup>

## **8. Does the Public have the Right to Participate in Urban Renewal Planning?**

Yes. State law requires that an urban renewal agency provides for public involvement in all stages of the development of an urban renewal plan.<sup>9</sup> Public involvement can take different forms, including: meetings between agency staff and elected officials; meetings with business owners and chambers of commerce; public hearings and information sessions for residents; and outreach with other taxing jurisdictions (*e.g.*, school districts and special districts).

<sup>6</sup> ORS 457.085(2).

<sup>7</sup> ORS 457.095(3).

<sup>8</sup> ORS 457.160.

<sup>9</sup> ORS 457.085(1).

## 9. How is Urban Renewal Funded?

Urban renewal may be funded in a variety of manners, including, but not necessarily limited to: tax increment financing (TIF), selling property, loans, grants and bonds.

Tax increment financing, perhaps the primary way urban renewal is funded, is used to fund projects within urban renewal areas by earmarking property tax revenue from increases in assessed property value within an urban renewal area. Essentially, the tax increment financing process splits tax revenue from properties within the urban renewal area into two components: base revenue and incremental revenue. Base revenue is the level of property tax revenue available before the urban renewal area is established and is unaffected by urban renewal. Incremental revenue is the revenue that exceeds base revenue and is (ideally) generated by development projects in the urban renewal area. Incremental revenues are allocated to the urban renewal agency to finance urban renewal projects.

## 10. Where Can I Find More Information on Urban Renewal?

- The Oregon Department of Revenue (DOR) publishes the annual *Oregon Property Tax Statistics*, which contain property tax information for each urban renewal agency and urban renewal plan.
  - DOR Property Tax Statistics: <http://www.oregon.gov/DOR/programs/gov-research/Pages/research-property.aspx>.
- The Association of Oregon Redevelopment Agencies (AORA), now a part of the Oregon Economic Development Association as an urban renewal committee, advocates for local redevelopment throughout Oregon. AORA published a helpful guide on urban renewal, entitled *Best Practices for Urban Renewal Agencies in Oregon* (January 2014).
  - AORA website: <http://www.oregonurbanrenewal.org/>.
  - OEDA website: <https://oeda.biz/committees/urban-renewal>
- The Legal Research Department at the League of Oregon Cities can assist members with questions about urban renewal in their cities.

## Jefferson County Concept Proposal – Rim Hotel

**Public/Private Partnership Concept:** Take underutilized State Parks property to expand overnight lodging opportunities with adjacent 3,400 acres of federal land as the recreational backdrop. Long-term land lease with a commission agreement would add new revenue to State Parks without any capital investment or financial risk.

- Underutilized property (160 acre parcel). Public bid process.
  - Long-term land lease for hotelier.
  - Minimum and maximum size of hotel.
  - Meeting rooms minimum and maximum size.
    - OPTION: Jefferson County offers incentive if project has space for 400 dinner guests.
- 1.3 miles from 24" municipal water connection.
- With an extension of Eureka Ln (1.3 miles), only 3.5 miles from Hwy 361
  - Separate travel route from State Park traffic.
  - Shorten length of travel for Round Butte neighbors.
- SUGGESTED BID REQUIREMENT: FREE shuttle (provided by hotelier) from hotel parking lot to marina, campgrounds, and day-use parks (Memorial Day to Labor Day).
  - County leverages new STIF to include transit connection from Madras, Metolius, and Culver to hotel parking lot (Memorial Day to Labor Day).
- Add multi-use trails to 3,400 acres of federal land (all above the rim).
  - PGE Overlook Park connection.
  - Round Butte overlook (trail, road improvement, and parking).
  - Rim Trail extending south (enhanced overlook plazas).
  - LONG TERM
    - Trail from Hotel (north) to Willow Canyon, then east to Madras.
  - Enhance roadway facilities for Madras Mountain View Scenic Byway (bicycle route designation).
- Possible Additional Private Sector Improvements
  - NEW RV Park/Camping.
  - Equestrian Center.
  - Parking for "below rim" park guests (shuttle parking).
  - Relocated Fairgrounds (opens up 40 acres of housing in Madras).

### Financial examples:

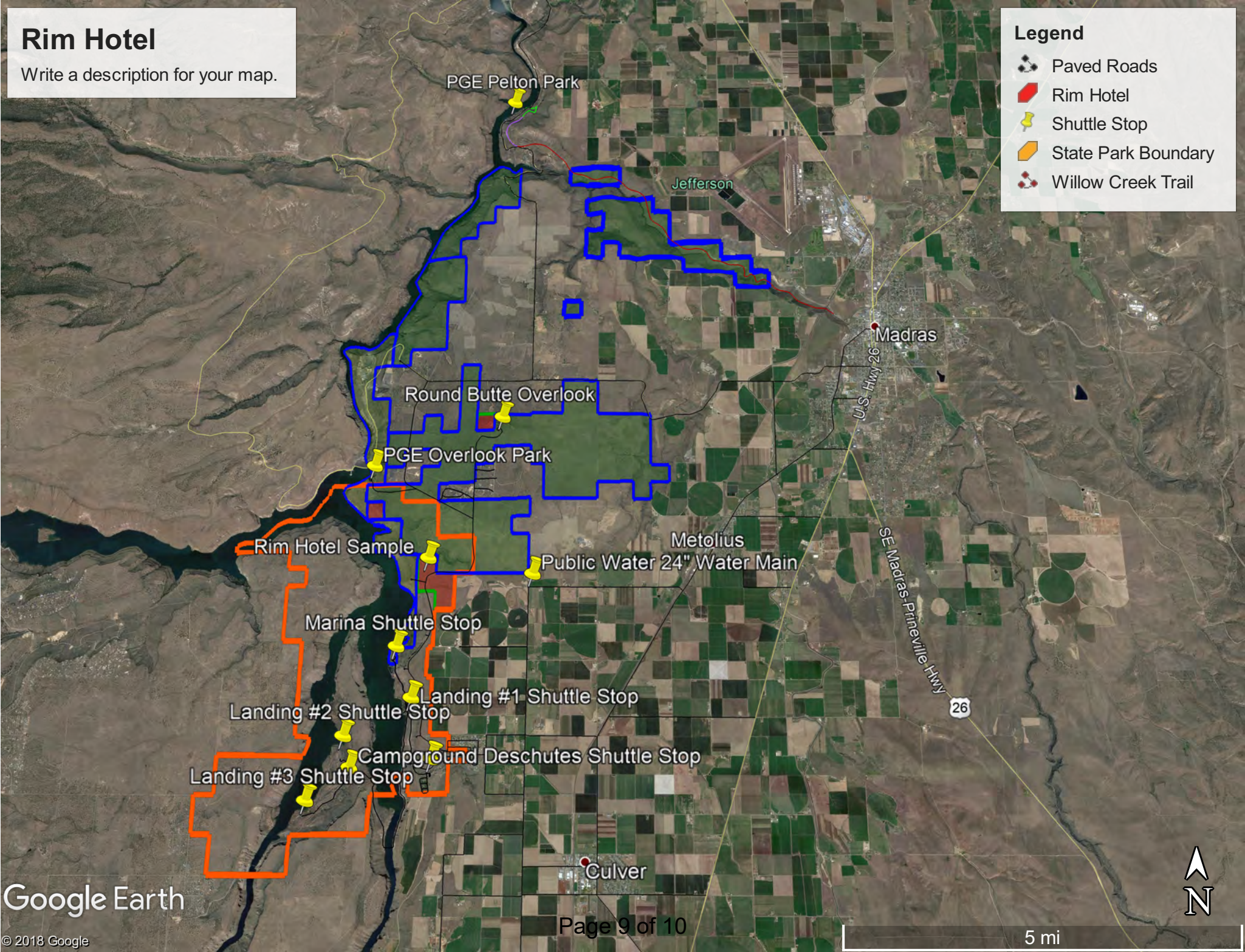
- NOT vetted. Creation of Urban Renewal District (URD) (ORS 457) encompassing State Parks, federal land, and other private property along canyon rim. Allows new property taxes created by hotel to be captured and allocated for State Park facilities/trail improvements (estimate based upon \$12.5 million added to tax roll is \$136,000 per year).
- 200 rooms @ \$200/night @ 70% occupancy. \$10.22 million
  - State Parks. 3.0% commission. \$306,000
  - Jefferson County. Transient Room Tax. \$613,200 (@ current 6%). \$919,800 (@ 9%).

# Rim Hotel

Write a description for your map.

## Legend

-  Paved Roads
-  Rim Hotel
-  Shuttle Stop
-  State Park Boundary
-  Willow Creek Trail








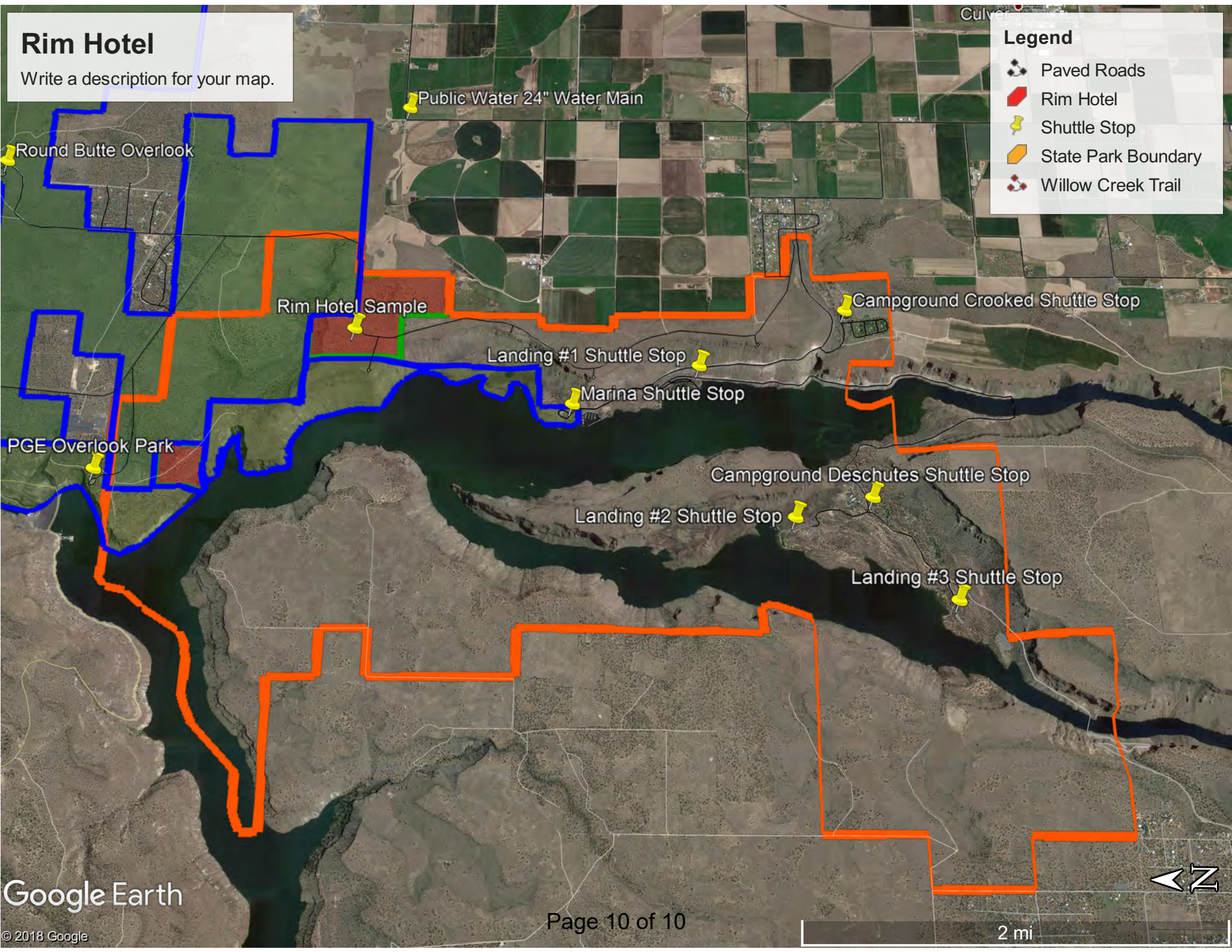


# Rim Hotel

Write a description for your map.

## Legend

-  Paved Roads
-  Rim Hotel
-  Shuttle Stop
-  State Park Boundary
-  Willow Creek Trail





Central Oregon Community College  
**BUDGET COMMITTEE MEETING MINUTES**  
Wednesday, May 8, 2019 - 5:45 PM  
Christiansen Board Room-Boyle Education Center

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**PRESENT:** Lester Friedman, Doug Ertner, Mark Copeland, Richard Hurd, Patricia Kearney, Vikki Ricks, Erica Skatvold, Jim Clinton, Laura Craska Cooper, Alan Unger, Steve Bryant-Board Attorney, Dr. Shirley Metcalf-President, Julie Smith-Executive Assistant

**ABSENT:** Gayle McConnell, Corinne Martinez, Bruce Abernethy, Joe Krenowicz

**CALL TO ORDER:** Mr. Lester Friedman-Budget Board Chair, called the meeting to order of the 2019-20 Budget Committee.

**INTRODUCTION OF GUESTS:**

Matt McCoy, Betsy Julian, David Dona, Ron Paradis, Alicia Moore, Sharla Andresen, Oliver Tatum, Dan Cecchini, Jenni Newby, Julie Downing, Kathy Smith, Lisa Bloyer, Adrian Syrell, Amy Harper, Debbie Hagan, Peter Ostrovsky, Joe Viola, Michael Fisher, Alan Parks-North Lake County resident and others.

**PUBLIC COMMENTS:** None.

**MINUTES APPROVAL:**

**Ms. Patricia Kearney moved to approve the Budget Meeting Minutes of April 10, 2019 (Exhibit: 4). Mr. Mark Copeland seconded. MCU. Approved. M05/19:1**

**UPDATE ON PROPOSED 2019-20 BUDGET (Exhibits: 5, 5.a, 5.b):**

Mr. David Dona, Chief Financial Officer, provided a PowerPoint presentation on the proposed 2019-20 Non-General Fund budgets, Summary of Interfund Transfers, and General Fund update.

- Non-General Fund Attributes & Types
  - Debt Service Fund
  - Capital Projects Fund
  - Enterprise Fund
  - Internal Service Fund
  - Reserve Fund
  - Special Revenue Fund
  - Auxiliary Fund
  - Financial Aid Fund
  - Trust & Agency Fund
- Non-General Fund Budgets
- Comparison of Proposed to Current Year Budget Expenditures
- Budget History Graph by Fund Type
- Fiscal Management, Contingencies and Compliance.

**RESOLUTION FOR APPROVAL – PROPOSED 2019-20 BUDGET (Exhibit: 6)**

**Ms. Patricia Kearney moved that the Budget Committee of Central Oregon Community College does hereby approve the Central Oregon Community College District Proposed Budget for Fiscal Year 2019-20 in the aggregate amount of \$93,383,200 (total of all funds) and that the permanent tax rate of \$0.6204 per thousand of assessed value be levied against all assessed property in support of the General Fund. It is further resolved that a tax of \$3,358,795 be approved for the Debt Service Fund for the purpose of satisfying the required debt service of the voter approved general obligation bonds issued by the district. Mr. Richard Hurd seconded. MCU. Approved. M05/19:2**

President Metcalf thanked Mr. David Dona - CFO, Ms. Lisa Bloyer, Director of Fiscal Services and their staff for the excellent work on the budget preparation. President Metcalf also thanked the Budget Committee and Audit & Finance Committee for their commitment of time and contributions to the 2019-20 budget process.

Chair Friedman thanked the Budget Committee for their service and participation in the 2019-20 budget process. He also commended the staff for a job well done in their efforts putting together the 2019-20 Budget.

Chair Friedman adjourned the Budget Committee Meeting.

**ADJOURN: 7:00 PM**

APPROVED;

ATTEST TO;

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Ms. Laura Craska Cooper, Board Chair

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Dr. Shirley I. Metcalf, President



Central Oregon Community College  
Board of Directors' Meeting  
**MINUTES**  
Wednesday, May 8, 2019 – 7:15pm  
Christiansen Boardroom  
Boyle Education Center

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**PRESENT:** Laura Craska Cooper, Erica Skatvold, Jim Clinton, Vikki Ricks, Alan Unger, Steve Bryant-Board Attorney, Dr. Shirley Metcalf-President, Julie Smith-Executive Assistant

**ABSENT:** Bruce Abernethy, Joe Krenowicz

**CALL TO ORDER:** Laura Craska Cooper, Board Chair

**INTRODUCTION OF GUESTS:** - Matt McCoy, Betsy Julian, David Dona, Ron Paradis, Alicia Moore, Lester Friedman-budget committee, Thor Erickson, Sharla Andresen, Oliver Tatum-candidate running for the zone 7 board seat, Dan Cecchini, Jenni Newby, Lisa Bloyer, Amy Harper, Debbie Hagan, Peter Ostrovsky, Joe Viola, Michael Fisher, Bill Smith and Peter McCaffery of William Smith Properties, Alan Parks-North Lake County resident and others.

**CONSENT AGENDA:**

**Ms. Erica Skatvold moved to approve the Consent Agenda (Exhibits: 5.a1-5.e).**

**Mr. Alan Unger seconded the motion. MCU. Approved. M05/19:1**

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 April 10, 2019 (Exhibits: 5.a1);

Be It Resolved that the Board of Directors reviewed and approved the April 2019 New Hire Report (Exhibit: 5.b1);

Be It Resolved that the Board of Directors does hereby approve the employment contracts for Christin Sands, Project Manager Assistant (Exhibit: 5.c1); Todd Detwiler, Business Systems Programmer (Exhibit: 5.c2); Darren McCrea, Director of Application and Web Systems Development (Exhibit: 5.c3); Jeannie Bloome, Buildings Maintenance Supervisor (Exhibit: 5.c4); Melissa Merryman, Assistant Director, Housing and Residence Life (Exhibit: 5.c5);

Be It Resolved that the Board of Directors does hereby approve the Appropriation Review (Exhibit: 5.d);

Be It Resolved that the Board of Directors does hereby approve the 2018-19 End-Of-Year General Fund transfer-out (Exhibit: 5.e).

## INFORMATION ITEMS:

### Financial Statements – (Exhibit: 6.a)

The Board of Directors was apprised of the March 2019 Financial Statements.

### Campus Services Activities

Joe Viola, director of campus services, gave a PowerPoint presentation reviewing “the past, the costs and the budget” of the campus services department during this past winter’s snow removal activities. Joe reported that when the college experiences extreme snowfall events, costs for outside contractor services are incurred with the snow removal process involving all levels of the college. Planning and implementation is structured so that its operations turn into a 24/7 process and is a moving target on any given day. In addition to their full time jobs, the Grounds Department, Building Maintenance and Custodial crews were tasked with removing snow from:

- over 7-1/2 miles of drive aisles
- over 2,000 parking spaces
- 7 miles of sidewalks and paths
- Over 1,700 stairs
- 54,425 sq. ft. of patios.

## OLD BUSINESS:

### Campus Village Update - (Exhibit: 7.a & 7.a1)

Matt McCoy, Vice President for Administration, introduced Peter McCaffery and Bill Smith of William Smith Properties Inc. They gave a presentation (Handout: 7.a) reviewing the updates on the proposed developments planned for the COCC property – “Campus Village.”

- Outcrop Subdivision – phase 1 will include 16 home lots on the southwest corner of the Shevlin Park/Mt. Washington round-about; COCC will continue to retain ownership of the property – home buyers will purchase the home but lease the land; construction on the model home (the first house) will begin in the near future.
- On the southeast corner, a senior apartment complex with approximately 120 units is planned. The developer has one year for the planning and then 18 to 24 months for the construction.
- The projected income goal is for COCC to begin receiving \$15,000 in 2020 (the first year) and then increasing to approximately \$175,000 annually.

**Mr. Alan Unger moved that the President or her designee be authorized to enter into a ground lease with Mountain West Investment Corporation of the three acres owned by the College on the southeast corner of Mount Washington and Shevlin Park Road, Bend, Oregon for the purpose of constructing an approximately 122-unit multi-family development for residents ages 55 and older. Ms. Vikki Ricks seconded.**

### Call for the vote:

**Ms. Laura Craska Cooper recused herself from the vote due to conflict of interest.**

**Yes: Skatvold, Ricks, Unger, Clinton**

**No: none**

**MCU. Approved.** M05/19:2.

*Board of Directors’ Meeting, May 8, 2019*

North Lake County – Update (Handout: 7.b)

Matt McCoy, Vice President for Administration, provided an update on listening activities in North Lake County. He shared that he and consultant Jason Carr met with or spoke to approximately two dozen North Lake residents associated with the school district, the agricultural community, current and past students, and others. In general, there is frustration with COCC not providing services (classes at North Lake High School) to the community. The community does not want any more services than the contracted classes Klamath Community College is currently providing. In preparation for the June HECC hearing, COCC will develop options in the event HECC denies the petition for North Lake to secede from COCC's district. Options may include KCC continuing to provide the classes currently offered; COCC providing the classes KCC is currently providing; COCC providing additional class offerings beyond what KCC is currently offering.

Mr. McCoy also presented information on the property tax rates of the 17 Oregon community colleges and the average rate of the 17 colleges. Eight colleges have a tax rate higher than the average, including COCC, and nine have a rate lower than the average. The Board agreed that this information should be shared with the OCCA (Oregon Community College Association) and OPC (Oregon Presidents' Council) at their next meeting, with a discussion about seeking one common rate for all 17 community college districts so that taxpayers in all of the community college districts are paying the same rate.

#### College Resource Officer (Exhibit: 7.c)

The Bend Police Department, in partnership with the Bend City Manager, and Central Oregon Community College (COCC) are in the process of hiring a new College Resource Officer (CRO) position to serve at the College for a pilot period of September 1, 2019 through June 30, 2021.

Board consensus is to have input into the hiring process.

**Mr. Alan Unger moved to approve to give the College authority to enter into a two-year intergovernmental agreement with the City of Bend for a College Resource Officer to serve at the College. Ms. Erica Skatvold seconded the motion. MCU. Approved. M05/19:3**

Be It Resolved that the Central Oregon Community College Board of Directors gives Central Oregon Community College the authority to enter into a two-year pilot intergovernmental agreement with the City of Bend for a College Resource Officer (CRO) to serve at the College for approximately \$125,000.

#### Legislative Update

Matt McCoy updated the Board on activity in the Oregon Legislature. He noted that Board member Alan Unger presented on the COCC Redmond Campus building capital project to the Ways and Means capital projects subcommittee on Friday, May 3, along with representatives from other community colleges who have capital projects before the Legislature. Mr. McCoy also discussed the status of community college funding and the potential of the Legislature providing additional funding above the current \$590.6M identified for community colleges. The final budget and decision on capital project funding will not come until later in the legislative session.

#### **NEW BUSINESS:**

#### College Food Service Provider (Exhibit: 8.a)

**Mr. Alan Unger moved to award the contract for the College Food Service Provider to Sodexo America, LLC for \$60,000 per academic year (Exhibit: 8.a). Ms. Vikki Ricks seconded the motion. MCU. Approved. 05/19:4**

*Board of Directors' Meeting, May 8, 2019*

#### Culinary Food Truck Purchase (Exhibit: 8.b)

Chef Thor Erickson thanked Shirley Ray for her generous donation of funds for the purchase of a “Food Truck” for Cascade Culinary Institute (CSI). Chef Erickson introduced culinary student Stephanie Merrill, who shared her excitement and enthusiasm about the “food truck” program and shared about her goal of owning her own food truck in the future.

**Ms. Erica Skatvold moved to award the contract for the purchase of a Culinary Food Truck to Vending Trucks, Inc. for \$152,908. Mr. Jim Clinton seconded the motion. MCU. Approved. M05/19:5**

#### **BOARD OF DIRECTORS’ OPERATIONS:**

- Mr. Unger Legislative Calls w/President Metcalf and VP Matt McCoy  
Presented to the Ways and Means capital projects subcommittee  
OSU- Cascades Advisory Board meeting  
OSU President Ed Ray – “State of the University” address  
Conversation with Oliver Tatum, candidate running for board seat in Zone 7
- Ms. Ricks All Oregon Academic Team Luncheon in Salem on April 26
- Ms. Skatvold Bend Chamber’s Child Care Task Force meeting  
Zak Boone-Executive Director of the COCC Foundation  
Meal of the Year honoree Jack McCown  
State of the Schools address by Bend-La Pine School District’s Superintendent  
Shay Mickelson  
OSU President Ed Ray – “State of the University” address  
Took mid-term exam for Anatomy and Physiology (COCC Class)
- Mr. Clinton Spoke with the Editorial Boards at The Bulletin and The Source  
Attended candidate forums for his COCC Board of Directors’ seat
- Ms. Craska Cooper Participated in writing a guest editorial to The Bulletin  
Media training with Ron Paradis and Linda Quon  
Media Phone Interview  
Phone Calls with Bruce Abernethy, Joe Krenowicz, Ron Paradis and Mark Reinecke  
Recent trip to Cuba

#### **PRESIDENT’S REPORT:**

##### COCC Magazine (Handout: 10.a)

President Metcalf shared that the newly developed advertising tool the “COCC Magazine” was recently mailed out to over 190,000 households in central Oregon. The COCC Magazine will be distributed twice per year with information about the college’s diverse programs, inspiring people and the overall academic spirit that makes Central Oregon Community College such an incredible place.

*Board of Directors’ Meeting, May 8, 2019*

##### Accreditation Learning: Dual Credit (Handout: 10.b)

Jenni Newby, instructional dean, and Debbie Hagan, interim instructional dean, gave an in-depth review and PowerPoint presentation on Accelerated Learning: Dual Credit and College Now and the many COCC offerings to the local high schools. They shared that COCC is leading the state in this area and providing numerous benefits and opportunities to our district's students.

Allied Health Update

Julie Downing, instructional dean, gave a PowerPoint presentation reviewing COCC's recruiting efforts as well as program offerings:

- Health Careers Expo – 3<sup>rd</sup> annual held at the COCC Health Careers Center; 8 programs were highlighted; faculty, staff and students presented hands-on activities; 12 high schools were invited with 135 students attending;
- Surgical Technician – St. Charles Health Systems is in great need of: certified surgical technicians;
- Health Careers Recruiter – COCC has a grant through EC Works and COHC by recruiting in middle schools and high schools to coordinate outreach and student recruitment to fill COCC health careers programs. The ultimate goal is to meet talent pipeline demands of local health care industry;
- Nursing Assistant – hundreds of openings at St. Charles Health Systems; two COCC faculty are designing an online CNA 1 class this summer.

**Adjourn to Executive Session: 9:58 p.m.**

**Adjourn to Open Session: 10:10 p.m.**

**ADJOURNMENT: 10:11 p.m.**

APPROVED; ATTEST TO;

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Ms. Laura Craska Cooper-Board Chair

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Dr. Shirley I. Metcalf, President





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

Exhibit: 11.b1  
June 12, 2019  
Approved: \_\_\_ Yes \_\_\_ No  
Motion: \_\_\_\_\_

<b>Name</b>	<b>Hire Date</b>	<b>Job Description</b>	<b>Department</b>
<b>Temporary Hourly</b>			
Camara, Andrew	5/8/2019	Aviation Tutor	Tutoring and Testing
Kleitsch, Jacob Irvin	5/6/2019	Music Computer Lab Attendant	Music
Swaggerty, Colton R	5/1/2019	EMT Lab Assistant	Emergency Medical Services
Szabo, Erin M	5/2/2019	Math Tutor	Tutoring and Testing
Vijay, Karthik Ganesh	5/16/2019	Computer Lab Attendant	Information Technology Services
Yoakam, Kristan	5/1/2019	LMT Teaching Assistant	Licensed Massage Therapy



## Central Oregon Community College Board of Directors: Resolution

<b>Subject</b>	Approve the contract for <b>Cady-Mae Koon</b> as <b>College Now High School Liaison</b>
<b>Student Success</b>	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.
<b>Student Experience</b>	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. SE-3: Promote diversity, inclusiveness and community on all campuses and online.
<b>Community Enrichment</b>	CE-1: Cultivate new and strengthen existing connections/ partnerships with Educational Stakeholders, including PreK-12, universities (higher education), lifelong learners and business and industry. CE-3: Offer College services and expertise in response to community needs.
<b>Prepared By</b>	<b>Laura Boehme, Director of Human Resources</b>

### A. Background

The College Now High School Liaison position is a replacement position.

### B. Options/Analysis

- Approve the employment contract for **Cady-Mae Koon**
- Decline approval of the employment contract for **Cady-Mae Koon**

### C. Timing

The **College Now High School Liaison** position is an 11-month employment contract each fiscal year. For the 2018-19 fiscal year, the initial employment contract period will be from June 10, 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.

### D. Budget Impact

This position is in the 2018-19 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 **Cady-Mae Koon** as **College Now High School Liaison**.

Ms. Koon has been employed at COCC since 2012 and has served in both the Campus Public Safety office as well as in IT as the Computer Lab Coordinator. She has a Bachelor's and Master's degree in Criminal Justice from Western Oregon University.



## Central Oregon Community College Board of Directors: Resolution

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<b>Subject</b>	Approve the contract for <b>Lisa McGean</b> as <b>Youth Program Coordinator</b>
<b>Student Success</b>	SS-1: Enhance development of course and program offerings and delivery methods. SS-2: Enhance and promote the resources and tools available to help students efficiently complete their academic goal.
<b>Student Experience</b>	SE-3: Promote diversity, inclusiveness and community on all campuses and online.
<b>Community Enrichment</b>	CE-1: Cultivate new and strengthen existing connections/partnerships with Educational Stakeholders, including PreK-12, universities (higher education), lifelong learners and business and industry.
<b>Prepared By</b>	<b>Laura Boehme, Director of Human Resources</b>

### A. Background

The Youth Program Coordinator position is a replacement position.

### B. Options/Analysis

- Approve the employment contract for **Lisa McGean**
- Decline approval of the employment contract for **Lisa McGean**

### C. Timing

The **Youth Program 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 May 20, 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.

### D. Budget Impact

This position is in the 2018-19 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 **Lisa McGean** as **Youth Program Coordinator**.

Ms. McGean is an Adjunct Instructor of Writing at COCC since 2012. Prior to her employment at COCC, Lisa was a Community Relations Coordinator and Program Developer at the Deschutes County Public Library where she planned, promoted and implemented events for all ages. She holds a MA in English from San Francisco State University and a BA in International Relations from the University of Oregon.



## Central Oregon Community College Board of Directors: Resolution

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<b>Subject</b>	Approve the contract for <b>Annemarie Hamlin</b> as <b>Instructional Dean</b>
<b>Institutional Efficiency</b>	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.
<b>Student Experience</b>	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. SE-3: Promote diversity, inclusiveness and community on all campuses and online.
<b>Student Success</b>	SS-1: Enhance development of course and program offerings and delivery methods. SS-2: Enhance and promote the resources and tools available to help students efficiently complete their academic goal.
<b>Prepared By</b>	<b>Laura Boehme, Director of Human Resources</b>

### A. Background

The Instructional Dean position is a replacement position.

### B. Options/Analysis

- Approve the employment contract for **Annemarie Hamlin**
- Decline approval of the employment contract for **Annemarie Hamlin**

### C. Timing

The **Instructional Dean** position is an 11-month employment contract each fiscal year. For the 2019-20 fiscal year, the initial employment contract period will be from August 1, 2019 to June 30, 2020. As with all other full-time Administrator employees, a new contract will be prepared for the next academic year that begins the following July 1.

### D. Budget Impact

This position is in the 2019-2020 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 **Annemarie Hamlin** as **Instructional Dean**.

Dr. Hamlin is currently an Associate Professor of English at COCC, teaching classes in integrated reading and writing, composition, and American literature, and has served as Department Chair of the Humanities Department since 2015. Prior to coming to COCC, she taught at La Sierra University and Mt San Antonio College. Dr. Hamlin is also active in the Modern Language Association and is serving on the Oversight Committee for High School Based College Credit Partnerships, a Higher Education Coordinating Commission committee.



## Central Oregon Community College Board of Directors: Resolution

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<b>Subject</b>	Approve the contract for <b>Teresa De Sitter, Assistant Professor of Human Biology</b>
<b>Student Success</b>	SS-2: Enhance and promote the resources and tools available to help students efficiently complete their academic goal.
<b>Student Experience</b>	SE-1: Develop and implement a comprehensive approach to academic offerings and student support services on all campuses and online.
<b>Prepared By</b>	<b>Laura Boehme, Director of Human Resources</b>

### A. Background

The Assistant Professor of Human Biology position is a replacement position.

### B. Options/Analysis

- Approve the employment contract for **Teresa De Sitter**
- Decline approval of the employment contract for **Teresa De Sitter**

### C. Timing

The **Assistant Professor of Human Biology** position is a 9-month employment contract each fiscal year. For the 2018-19 fiscal year, the initial employment contract period will be from September 11, 2019 to June 30, 2020. As with all other full-time faculty employees, a new contract will be prepared for the next academic year that begins on July 1.

### D. Budget Impact

This position is in the 2019-20 budget and conforms to the current approved Full-Time Faculty salary schedule.

### E. Proposed Resolution

Be it resolved that the Central Oregon Community College Board of Directors hereby approve the employment contract for Teresa De Sitter as Assistant Professor of Human Biology.

Ms. De Sitter is currently a PT Instructor of Biology at COCC. Prior to this position, she taught at Skagit Valley College, including teaching courses in Human Anatomy and Physiology, Majors Physiology, and General Biology. She has a Master of Science in Biology from Western Washington University, which emphasized microbiology, cell and molecular biology, and genetics. She also has a B.S. in Biology and a B.A. in Spanish.



## Central Oregon Community College Board of Directors: Resolution

<b>Subject</b>	Approve the contract for <b>Deena Cook</b> as <b>Student Housing Marketing and Summer Conference Coordinator</b>
<b>Student Success</b>	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.
<b>Student Experience</b>	SE-3: Promote diversity, inclusiveness and community on all campuses and online.
<b>Institutional Efficiency</b>	IE-2: Develop uniform, effective and efficient processes. IE 3: Define, document and practice clear operational decision-making.
<b>Community Enrichment</b>	CE-3: Offer College services and expertise in response to community needs.
<b>Prepared By</b>	<b>Laura Boehme, Director of Human Resources</b>

### A. Background

The Student Housing Marketing and Summer Conference Coordinator position is a replacement position.

### B. Options/Analysis

- Approve the employment contract for **Deena Cook**
- Decline approval of the employment contract for **Deena Cook**

### C. Timing

The **Student Housing Marketing and Summer Conference 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 June 3, 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.

### D. Budget Impact

This position is in the 2018-19 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 **Deena Cook** as **Student Housing Marketing and Summer Conference Coordinator**.

Ms. Cook holds a Bachelor's degree in Geology from San Francisco State University and is in the process of completing a Master of Science in Management and Leadership from Western Governors University. Currently, she serves as the Administrative Assistant for the Cascade Culinary Institute at COCC. Prior to her time here, she served as the Operations Director for William Smith Properties and as an Advertising Executive for Cutter Communications and Triathlete Magazine where she has gained experience in event management, marketing, and advertising sales. Ms. Cook has been at COCC since 2012.



## Central Oregon Community College Board of Directors: Resolution

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<b>Subject</b>	Approve the contract for <b>Rodney Van Orsdol, Assistant Professor of Paramedicine</b>
<b>Student Success</b>	SS-2: Enhance and promote the resources and tools available to help students efficiently complete their academic goal.
<b>Student Experience</b>	SE-1: Develop and implement a comprehensive approach to academic offerings and student support services on all campuses and online.
<b>Prepared By</b>	<b>Laura Boehme, Director of Human Resources</b>

### A. Background

The Assistant Professor of Paramedicine position is a replacement position.

### B. Options/Analysis

- Approve the employment contract for **Rodney Van Orsdol**
- Decline approval of the employment contract for **Rodney Van Orsdol**

### C. Timing

The **Assistant Professor of Paramedicine** position is a 9-month employment contract each fiscal year. For the 2018-19 fiscal year, the initial employment contract period will be from September 11, 2019 to June 30, 2020. As with all other full-time faculty employees, a new contract will be prepared for the next academic year that begins on July 1.

### D. Budget Impact

This position is in the 2019-20 budget and conforms to the current approved Full-Time Faculty salary schedule.

### E. Proposed Resolution

Be it resolved that the Central Oregon Community College Board of Directors hereby approve the employment contract for Rodney Van Orsdol as Assistant Professor of Paramedicine.

Mr. Van Orsdol has been an Assistant Chief with Sarasota County Fire Department. He is a subject matter expert for Ems Textbook Illustrations developing medically accurate photo depictions of EMT and Paramedic equipment, procedures, and scenarios. He has extensive teaching experience with Suncoast Technical College as a law enforcement and paramedic instructor. Rodney has worked his way up from flight medic, to SWAT medic, Paramedic Training officer, EMS Operations Captain, Assistant Chief to Chief. He has a Bachelor's of Science in Mathematics from Michigan State University and has an Associate of Science in Fire Science Technology from St. Petersburg College.



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

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<b>Subject</b>	<b>Full-time faculty rehire recommendations 2019-20.</b>
<b>Prepared By</b>	<b>Betsy Julian – Vice President for Instruction</b>

**A. Background**

Need for timely approvals to rehire faculty members who have been evaluated and are doing satisfactory work.

**B. Options/Analysis**

- Approve the rehire recommendations.
- Decline approval of rehire recommendations.

**C. Timing**

For the 2019-20 academic year.

**D. Budget Impact**

Salaries conform to the salary schedule approved by the Board and the Faculty Forum.

**E. Proposed Resolution**

Be it resolved that the Central Oregon Community College Board of Directors approve the rehires recommended below.



**Central Oregon Community College****2019-20 Faculty Rehire Recommendations****PROBATIONARY FACULTY**

The following probationary faculty are recommended for rehire. Annual Report of Activities and appropriate evaluations (student, peer and designated evaluator) are on file in the Human Resources Office and course materials are on file in the department office. Designated evaluator and faculty member discussed student evaluations and Annual Report of Activities and reviewed Professional Improvement Plan.

<b>Faculty Name</b>	<b>Faculty Name</b>
Aistear, Michelle	Hylton, Elizabeth
Artus, Mike	La Duca, Samuel
Baughman, Christopher	Lambert, Kristin
Briggs, Vaughan*	Layton, Amanda
Buer, Cierra	Mattox, Kimber
Coe, Jacquelyn*	McDaniel, Kari
Cole, Anne	Miller, Susan*
Denison-Furness, Jane	Nunes, Alan*
Earthsong, Wendy	Ruettgers, Ken
Erickson, Thor	Sather, Mary
Franklin, Rebecca	Schappe, David
Hagen, Laura	Shipman, Lisa
Hazlett, Christopher	Simone, Paula
Higgins, Matthew	Walker, Carrie
Hong, Lin*	Wershow, Harold
Hostetler, Kirsten	Wheary, Amy*
Houston, Leslie	Zmyslinski-Seelig, Anne
Huddleston, Joseph	

The following probationary faculty were awarded tenure during 2018-19 and are recommended for rehire. Annual Report of Activities and appropriate evaluations (student, peer and designated evaluator) are on file in the Human Resources Office and course materials are on file in the department office. Designated evaluator and faculty member discussed student evaluations and Annual Report of Activities and reviewed Professional Improvement Plan.

<b>Faculty Name</b>	<b>Faculty Name</b>
Dorsey, Kristin	Waller, Michel
Hansen, Michael	Waller, Shannon
Humphries, Merideth	Wampler, Wendi
Palmer, Elizabeth	Wolf, Jonathan

\* Indicates considered for and awarded promotion in 2018-19.

\*\*Has FT faculty return rights.

\*\*\*Will return as adjunct.

**Central Oregon Community College****2019-20 Faculty Rehire Recommendations****TENURED FACULTY**

The following tenured faculty members are recommended for rehire.

**Non-Evaluation Year** - Annual Report of Activities and student evaluations are on file in the Human Resources Office. Designated evaluator and faculty member discussed student evaluations and Annual Report of Activities and reviewed Professional Improvement Plan.

<b>Faculty Name</b>	<b>Faculty Name</b>
Agatucci, Jacob	Hutchings, Charles
Alberghetti, Dan	Keener, Julie
Baldessari, Karl	Lamb, Jason
Barry, Thomas	Liccardo, John
Boldenow, Ronald	Liu, David
Borowsky, Justin	Magidson, Eric
Bouknight, Jon	Mays, Kenneth
Casey, Donna	McCabe, Kathleen
Casey, Peter	McCann, Mick
Cheney, Monte	Moodie, James
Coleman, Elizabeth	Morrow, Jane
Cousineau, Lewis	Murray, Lynn
Cravis, William*	Nelson, Douglas
Cruickshank, Jennifer*	Pelly, Paul
Ellis, James*	Peterson, Timothy Michael
Emerson, Bruce	Plassmann, Rebecca
Evans, Joshua	Prade, Fleur
Finney, Catherine	Rule, Sean
Freihoefer, Theresa	Russell, Tony
Fuller, Sarah*	Simning, Kiri
Gesme, Michael	Smith, Katherine
Giglio, Jessica	Sumpster-Latham, Eleanor
Godfrey, Murray*	Swartwout, Ken*
Grove, Kevin	Towne, Forrest*
Hammerman, Jessica	Vines, Monica*
Harper, Amy	Virk, Ricky
Haury, Carson	Walker-Sands, Rebecca
Hays, Matthew	Williams, Malinda
Higginbotham, Carol	Woodell, Andria
Hoppe, William	Yeatman, Wayne*
Howell, Amy	Ziegler, Zelda

\* Indicates considered for and awarded promotion in 2018-19.

\*\*Has FT faculty return rights.

\*\*\*Will return as adjunct.

**Central Oregon Community College**

**2019-20 Faculty Rehire Recommendations**

**Evaluation Year** – The following tenured faculty are due for an evaluation during the 2019-20 year. The evaluation will include: Annual Report of Activities and student, peer and designated evaluator evaluations complete and on file in the Human Resources Office; course materials review; designated evaluator and faculty member discuss student evaluations and Annual Report of Activities; Professional Improvement Plan review; and summative evaluation report.

<b>Faculty Name</b>	<b>Faculty Name</b>
Andre, Stephanie	Murphy, Owen
Chaput, Emma	Novak, Matthew
Decker, Michele	Palagyi, Sandor
Donohue, Stacey	Phillips, Ralph
Henson, Sara	Rubio, Christie
Knox, James	Russell, Jessica*
Linford-Foreman, Lilli Ann	

.....  
**TEMPORARY FACULTY**

The following faculty are recommended for One-Year Temporary contracts for regular full time positions.

<b>Faculty Name</b>	<b>Faculty Name</b>
Failla, John	Trask, David

**RETIREMENTS/SEPARATIONS**

<b>Faculty Name</b>	<b>Faculty Name</b>
Hamlin, Annemarie**	Malone, Deborah
Heckert, Karen	Miller, Joannie
Johnson, Edward	Rosso, Anthony***

.....  
**FACULTY RECOMMENDED FOR REHIRE WITH NO STEP INCREASE**

The following faculty are recommended for rehire but not for a step increase due to their PIP Plan or Final Report being more than one year overdue.

<b>Faculty Name</b>	<b>Faculty Name</b>
Michalski, Bret	

\* Indicates considered for and awarded promotion in 2018-19.

\*\*Has FT faculty return rights.

\*\*\*Will return as adjunct.

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

**Prepared by:** Laura Boehme, Director of Human Resources

<b>Subject</b>	Approval to rehire Administrative and Confidential Staff for 2019-2020
<b>Strategic Plan Goal</b>	<b>Initiative</b>
<b>Student Success</b>	SS-2: Enhance and promote the resources and tools available to help students efficiently complete their academic goal.
<b>Student Experience</b>	SE-1: Develop and implement a comprehensive approach to academic offerings and student support services on all campuses and online. SE-3: Promote diversity, inclusiveness and community on all campuses and online.
<b>Institutional Efficiency</b>	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.
<b>Community Enrichment</b>	CE-3: Offer College services and expertise in response to community needs.

**A. Background**

Employment contracts are issued to administrator and confidential employees annually for the upcoming fiscal year. The conditions for the issuance of all such employment contracts, which include satisfactory performance, are contained in the COCC Exempt and Confidential Supervisory Handbook. A list of employees identified as Administrative and Confidential Staff for rehire is attached.

Definitions

- Temporary contracts represent limited duration contracts typically based on discrete money sources or assignments, such as grants or temporary assignments.
- Probationary contracts are issued during the first three years of employment in the position.
- Regular contracts are issued with the fourth year of appointment in the position.
- Three Year contracts are a continuing contract option, not to exceed three years. Upon the recommendation from the President, these are issued to administrators who have worked a total of ten years for COCC in an administrative, exempt position and are at Pay Level 26 or greater.

**B. Options/Analysis**

Approve the rehire recommendations. Decline the rehire recommendations.

**C. Timing**

For the 2019-2020 Fiscal Year.

**D. Budget Impact**

Funds for the administrator and confidential wages are contained in the appropriated 2019-2020 Budget.

**E. Proposed Resolution**

Be it resolved that the Board of Directors of Central Oregon Community College district approve rehire recommendations for the fiscal year 2019-2020 as identified on the attached report.

## Approval for Administrator and Confidential Contract Renewals for 2019-20

Employment records shown are based on active status as of June 5, 2019, for Administrators and Confidential employees.

NAME	POSITION TITLE
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NOTE: **Bold** Indicates new to the College or new to a position or status in this FYE 6-30-2019

### Temporary

Bauman, Tucker (Regular)	Welding Program Coordinator / Interim Director of Corrections Education
<b>Koon, Cady-Mae (Probationary)</b>	<b>College Now High School Liaison</b>
<b>Le Grand, Marcus (Probationary)</b>	<b>Pathways College and Career Success Coach</b>
<b>Sands, Christin (Probationary)</b>	<b>Capital Project Coordinator</b>
Vacant	Title III Project Coordinator
Vacant	Director, Corrections Education at DRCI
Vacant	Advisor for Student Media

**Probationary** (Note: Indicates new staff to the College or staff who have transferred to new position in Probationary status as of FYE 6-30-19)

Anderson-Butler, Natasha	Academic Advisor
<b>Bilbrey, Stephanie</b>	<b>Director, First Year Experience</b>
<b>Bloome, Jeannie</b>	<b>Buildings Maintenance Supervisor</b>
<b>Boehme, Laura</b>	<b>Director, Human Resources</b>
Bouse, Misty	Major Gifts Officer
<b>Boyd, Melisse</b>	<b>Grants Coordinator</b>
Cary, Michelle	Native American Program Coordinator
<b>Cook, Deena</b>	<b>Student Housing Marketing &amp; Summer Conference Coordinator</b>
<b>Detwiler, Todd</b>	<b>Business Systems Programmer</b>
Downing, Julie	Instructional Dean
Freeman, Kelsey	Native American College Preparation Program Coordinator
Harmon, Ken	Engineering Systems Administrator
Harris, Krissa	Program Manager
<b>Hayes, Tyler</b>	<b>Director, Admissions &amp; Registrar</b>
Hice, Malissa	Financial Aid Advisor
<b>McCrea, Darren</b>	<b>Director of Application &amp; Web System Development</b>
<b>McGean, Lisa</b>	<b>Program Coordinator</b>
<b>Merryman, Melissa</b>	<b>Assistant Director of Housing and Residence Life</b>
Murphy, Michael	Director, E-Learning and Academic Technology
Norbury, Lynn	Supervisor, Science Lab Techs & Tutors
Ostrovsky, Peter	Director, Campus Public Safety
Price, Gordon	Student Activities Coordinator
Redd, Tina	Director of Redmond Campus
Rougeux, Jamie	Coordinator, Services for Students with Disabilities

Rutherford, Kara	Assistant Director, Admissions & Records
<b>Schulz, Gerald</b>	<b>Director, SBDC and Workforce Development</b>
Solar, Layla	Financial Aid Technical Analyst
<b>Strang, Jeffery</b>	<b>Exercise Physiologist</b>
<b>Trimble, Erin</b>	<b>ASL Interpreter Facilitator</b>
Vacant	Campus Public Safety Officer, Supervisor
Vacant	Assistant Director, Human Resources
Vacant	Director, ITS Infrastructure
Vacant	Technology Project Manager
Vacant	Director, Diversity and Inclusion

**Regular** (Note: Indicates renewal of staff who have satisfactorily completed Probationary status to Regular status in this position as of FYE 6-30-19)

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<b>Allison, Brian</b>	<b>End User Support Administrator</b>
Andresen, Sharla	Director of Contracts & Risk Management
Barry, Seana	Director of CAP Center
Beaulieu, Mike	Campus Services Operations Supervisor
Bellusci, Sharon	Student Services Technology Coordinator
Boone, Aaron	Senior Systems Administrator Account & Team Support Spec
Boone, Zachary	Executive Director for COCC Foundation
Bowling, Michael	Senior MIS Analyst Programmer
Buccafurni, Lindsey	Admissions Coordinator
Cecchini, Drew	Assistant Director, Recruitment & Outreach
<b>Davis, Andrew</b>	<b>Director, Student and Campus Life</b>
DeBaal, Wade	Assistant Network Administrator
Donnell, Scott	Web Designer
Douglass, William	Director Club Sport, Intramural Recreation
Dula, Tracy	Coordinator of Career Services
Dymond, Wesley	Information Security Administrator
Egertson, Chris	Research Analyst
Fisher, Michael	Instructional Dean
Floyd, Jeff	Senior Network Administrator
Forbess, Jennifer	Tutoring Coordinator, Writing Center
<b>Forell, Jared</b>	<b>Assist. Director, Admissions and Records – Curriculum &amp; Technology</b>
<b>Goetsch, Stephanie</b>	<b>Program Manager</b>
Graham, Caren	Marketing Manager, Community Learning
Green, Jeremy	COCC Campus Administrator, Madras
Gunnell, Christa	Human Resources Employment and Benefits Supervisor
Hagan, Deborah	Interim Instructional Dean
Hovekamp, Tina	Director of Library Services
Huckins, Shelley	Payroll Supervisor
<b>Hughes, Kevin</b>	<b>Custodial Supervisor</b>

Jeffreys, Cynthia	Systems Integrator
Jordan, Bonnie	Academic Advisor
<b>Julian, Betsy</b>	<b>Vice President for Instruction</b>
Jumper, Nancy	Program Manager
Kalanquin, Diana	Academic Advisor
Kjemhus-Spahr, Karen	COCC Foundation Accountant
Knox, Rachel	Program Manager
Korn, Ginger	Business Systems Programmer
Kristensen, Suzie	COCC Campus Administrator, Prineville
Lantis, Glenda	Director of Continuing Education
<b>Marnell, Tamra</b>	<b>ILL &amp; Discovery Librarian</b>
Matsumura, Jessie	Senior MIS Analyst Programmer
Metcalf, Aimee	Assistant Director of College Relations
Mills, Chris	Student Module Manager / Analyst
Newby, Jennifer	Instructional Dean
<b>Newcombe, Stephen</b>	<b>Operations Manager, Community Learning</b>
Nichols, Brittany	Foundation Development Officer
Olmeda-Chavez, Juan	Senior Systems Administrator Account & Team Support Spec
Parisi, Leslie	Academic Advisor
Payne, Frank	Bookstore Manager
Pierce, Brynn	Director of Institutional Effectiveness
Podell, Keri	Academic Advisor
Rogers, Barry	Senior Web Developer
Roshau, Kristine	Instructional Technical Systems Specialist/Trainer
Sandoval, Evelia	Latino Student Program Coordinator
Shew, JJ	HRIS/Business Module Manager
Smith, Kellie	Director of Tutoring and Testing Center
Sylwester, Breana	Assistant Director, Financial Aid
<b>Syrell, Adrian</b>	<b>Accountant</b> (probation ends 7/11/19)
<b>Walker, Christine</b>	<b>Latino College Program Coordinator</b>
Wilcox, Jim	Business Counselor, SBDC
Wright, Beth	Placement Test Coordinator

**Currently on 3-Year Contracts** (Note: Indicates renewal of contract for employees with 10yrs service in Administrative position at GL26 or higher in this FYE 6-30-2019)

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Benefiel, Lori	Director, Auxiliary Services
Bloyer, Lisa	Director, Fiscal Services
Cecchini, Daniel	Chief Information Officer (3yr Contract)
<b>Dona, David</b>	<b>Chief Financial Officer</b>
McCoy, Matthew	Vice President for Administration
Moore, Alicia	Dean of Student and Enrollment Services
Multop, Kevin	Director, Student Financial Aid
Paradis, Ron	Executive Director of College Relations



Viles, Vickery	Director, Curriculum and Assessment
Viola, Joe	Director, Campus Services

**Confidential** (Note: Indicates renewal of Confidential appointments)

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Peters, Jennifer	Administrative Assistant to Vice President for Administration
Smith, Julie	Executive Secretary to President and Board of Directors
Weller, Eric	Administrative Assistant to Vice President for Instruction



## Central Oregon Community College Board of Directors: Resolution

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<b>Subject</b>	Approve inter-fund borrowing between various programs and grants of the College for 2019-20.
<b>Strategic Plan Connection</b>	<b>Institutional Efficiency</b> Strengthen systems, policies and procedures to create more proactive, responsive and effective internal processes.
<b>Prepared By</b>	Lisa Bloyer, Director of Fiscal Services

### A. Background

The College is the grantee on a number of programs and grants, which are funded on a cost reimbursement basis. That is, after the expenditures are made, the College is reimbursed by the grantor. Between the time of the expenditure and reimbursement, the College advances money to the various programs and grants.

This resolution authorizes short-term inter-fund borrowing for the purposes described above. All such inter-fund borrowings shall be repaid by the end of the fiscal year, and no interest shall be charged.

### B. Options

- 1) Approve inter-fund borrowing.
- 2) Do not approve inter-fund borrowing.

### C. Timing

This is an item, which needs annual affirmation by the Board of Directors. For inter-fund borrowing to occur in Fiscal Year 2019-20, this resolution will need to be approved before July 1, 2019.

### D. Budget Impact

N/A

### E. Proposed Resolution

Be it resolved that the Central Oregon Community College Board of Directors do hereby authorize inter-fund borrowing between the various programs and grants of the College for the period July 1, 2019 through June 30, 2020.



## Central Oregon Community College Board of Directors: Resolution

<b>Subject</b>	Designate custodians of funds and financial institutions for 2019-20
<b>Strategic Plan Connection</b>	<b>Institutional Efficiency</b> Strengthen systems, policies and procedures to create more proactive, responsive and effective internal processes.
<b>Prepared By</b>	Lisa Bloyer, Director of Fiscal Services

### A. Background

Oregon law stipulates that each year the Board of Directors designate custodians of funds and financial institutions, which can serve as depositories for District funds. It is recommended that Laurie Chesley, Matthew McCoy, and David Dona be designated as custodian of funds, and that the Board approves the use of a facsimile signature (check signing machine) on District checks. All checks over \$20,000 will also require the countersignature of one of the custodians. Any custodian initiating a check over \$20,000 requires a countersignature from another approved custodian. It is further recommended the following institutions be so designated as depository institutions for the 2019-20 fiscal year:

Bank of America*	Bend and Redmond branches
Columbia Bank*	Bend, Redmond and Madras branches
Local Government Investment Pool	State of Oregon Treasury Department
Mid Oregon Federal Credit Union**	Bend, Redmond, Prineville, Madras, Sisters and LaPine branches
Northwest Community Credit Union**	Bend branch
OnPoint Community Credit Union**	Bend and Redmond branches
Oregonians Credit Union**	Prineville branch
SELCO Credit Union**	Bend and Redmond branches
South Valley Bank and Trust*	Bend, Redmond, Prineville, and LaPine branches
Umpqua Bank*	Bend and Redmond branches
US Bank*	Bend, Redmond, Sisters, Prineville, LaPine, Madras, and Portland (Main Office) branches

Washington Federal Savings*	Bend, Redmond, Prineville, Madras, Sisters, and LaPine branches
Chase Bank*	Bend, Redmond and Prineville branches
Wells Fargo Bank*	Bend, Redmond, Prineville, Madras, and Portland (Main Office) branches
First Community Credit Union**	Bend branch
Summit Bank*	Bend branch
First Interstate Bank*	Bend, Redmond, Prineville, Madras, Sisters, and Sunriver branches

\* Member of FDIC

\*\*Member of NCUA

**B. Options**

- 1) Approve custodians of funds and depositories of District funds.
- 2) Approve other custodians of funds and depositories of District funds.

**C. Timing**

Approval before July 1, 2019 is required.

**D. Budget Impact**

N/A

**E. Proposed Resolution**

Be it resolved that the Central Oregon Community College Board of Directors do hereby approve Laurie Chesley, Matthew McCoy, and David Dona as custodian of funds, and the financial institutions identified in section A as depositories of District funds.



## Central Oregon Community College Board of Directors: Resolution

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<b>Subject</b>	Approve Budget Officer, Clerk and Deputy Clerks for 2019-20
<b>Strategic Plan Connection</b>	<b>Institutional Efficiency</b> Strengthen systems, policies and procedures to create more proactive, responsive and effective internal processes.
<b>Prepared By</b>	Lisa Bloyer, Director of Fiscal Services

### A. Background

Each year it is necessary for the Board of Directors to designate the Budget Officer, Clerk and Deputy Clerk of the District. It is their responsibility to carry out Board policy and oversee the day-to-day legal and fiscal affairs of the District. In addition, the College is party to several contracts in the area of clinical affiliations and employee salary reduction agreements. Clinical affiliation agreements state the terms and responsibilities of each party when a student does a practicum in a medical setting as part of a health occupation program. With minor variations, these contracts all follow the same format. Employee salary reduction agreements are employee-initiated transactions in which the employee determines how much of their salary, within IRS determined limits, goes into a supplemental retirement account.

- ✓ It is recommended that Laurie Chesley be the designated Budget Officer and Clerk of the District for the period of July 1, 2019 through June 30, 2020.
- ✓ It is recommended that David Dona and Matthew McCoy be designated Deputy Clerks for the period July 1, 2019 through June 30, 2020. In addition, it is recommended that signature authority for clinical affiliation agreements, employee salary reduction agreements and other routine contracts be delegated to Sharla Andresen, the College's Director of Contracts and Risk Management.

### B. Options

- 1) Approve the Budget Officer, Clerk and Deputy Clerk.
- 2) Approve other persons as the Budget Officer, Clerk and Deputy Clerk.

### C. Timing

The Budget Officer, Clerk and Deputy Clerk must be designated by July 1, 2019.

### D. Budget Impact

N/A

### E. Proposed Resolution

Be it resolved that the Central Oregon Community College Board of Directors do hereby designate Laurie Chesley as Budget Officer and Clerk, David Dona and Matthew McCoy the designated Deputy Clerks, and Sharla Andresen be delegated limited signing authority as specified in Section A for the period July 1, 2019 through June 30, 2020.



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

<b>Subject</b>	Approval of the Administrators and Confidential Employees <b>Wage Adjustment for 2019-2020</b>
<b>Student Success</b>	SS-2: Enhance and promote the resources and tools available to help students efficiently complete their academic goal.
<b>Student Experience</b>	SE-1: Develop and implement a comprehensive approach to academic offerings and student support services on all campuses and online. SE-3: Promote diversity, inclusiveness and community on all campuses and online.
<b>Institutional Efficiency</b>	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.
<b>Community Enrichment</b>	CE-3: Offer College services and expertise in response to community needs.
<b>Prepared By</b>	<b>Laura Boehme, Director of Human Resources</b>

**A. Background**

As part of a review in conjunction with the annual budget process, the President may recommend an annual wage adjustment. The recommended wage adjustment for eligible administrators and confidential employees effective July 1, 2019 is a 3.0% increase to base wages. Employees must be in a position that meets a benefitted status. Compensation review is underway as part of the Administrator Classification and Compensation Study and Oregon Pay Equity to evaluate comparable grade levels and the Administrator salary schedule (last updated FY15/16).

**B. Options/Analysis**

Approve the 3.0% increase to base wages of eligible administrators and confidential employees, which includes those employees identified as administrators, supervisory, professional-non-managerial, and confidential.

Decline approval of the 3.0% increase to base wages of eligible administrators and confidential employees, which includes those employees identified as administrators, supervisory, professional-non-managerial, and confidential.

**C. Timing**

The increase to the wages for the eligible employees shall be effective July 1, 2019.

**D. Budget Impact**

Sufficient funds are available and contained in the appropriated 2019-2020 budget.

**E. Proposed Resolution**

Be it resolved that the Board of Directors of Central Oregon Community College district approve the 3.0% increase to base wages for eligible administrators and confidential employees.

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

**Cash and Investments**

The College's operating cash balances currently total \$35.9 million. The April average yield for the Local Government Investment Pool remains the same as the previous month at 2.75 percent.

**General Fund Revenues**

There have been no significant changes in revenues since the prior month. The budgeted transfers-in have been posted for the year.

**General Fund Expenses**

The expenses through April 2019 include the required budgeted inter-fund transfers-out for the fiscal year.

**Budget Compliance**

All appropriation categories are within budget.



Central Oregon Community College

Cash and Investments Report  
As of April 30, 2019

College Portfolio	<u>Operating Funds</u>	<u>Trust/Other Funds</u>
<b>Cash in State Investment Pool</b>		
4089 - General operating fund	\$ 35,208,555	
3624 - Robert Clark Trust		\$ 382,644
April Average Yield 2.75%		
<b>Cash in USNB</b>	\$ 780,710	
<b>Cash on Hand</b>	\$ 4,600	
Total Cash	<u>\$ 35,993,865</u>	<u>\$ 382,644</u>

**Central Oregon Community College**  
**Monthly Budget Status**  
**April 2019**

**Exhibit 12a**  
12-Jun-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>
<b>Revenues</b>					
District Property Taxes:					
Current Taxes	\$ 16,589,000	\$ 16,280,408	\$ (308,592)	98.1%	99.2%
Prior Taxes	509,000	332,925	(176,075)	65.4%	66.3%
Tuition and fees	17,028,000	16,934,030	(93,970)	99.4%	97.8%
State Aid	8,337,000	6,011,677	(2,325,323)	72.1%	105.5%
Program and Fee Income	70,000	32,986	(37,014)	47.1%	95.3%
Interest & Misc. Income	135,000	53,129	(81,871)	39.4%	46.8%
Transfers-In	2,191,000	2,191,000	-	100.0%	100.0%
<b>Total Revenues</b>	<b>\$ 44,859,000</b>	<b>\$ 41,836,155</b>	<b>\$ (3,022,845)</b>		
<b>Expenses by Function</b>					
Instruction	\$ 21,115,127	\$ 16,332,152	\$ 4,782,975	77.3%	77.6%
Academic Support	3,680,299	2,854,615	825,684	77.6%	78.6%
Student Services	4,832,095	3,410,632	1,421,463	70.6%	72.8%
College Support	5,704,709	4,431,331	1,273,378	77.7%	75.4%
Plant Operations and Maintenance	4,450,028	3,229,518	1,220,510	72.6%	70.5%
Information Technology	4,477,198	3,155,165	1,322,033	70.5%	69.7%
Financial Aid	112,897	87,659	25,238	77.6%	93.8%
Contingency	800,000		800,000	0.0%	0.0%
Transfers-Out	2,340,352	2,343,592	(3,240)	100.1%	100.3%
<b>Total Expenses</b>	<b>\$ 47,512,705</b>	<b>\$ 35,844,664</b>	<b>\$ 11,668,041</b>		
<b>Revenues Over/(Under) Expenses</b>	<b>\$ (2,653,705)</b>	<b>\$ 5,991,491</b>	<b>\$ 8,645,196</b>		

**Central Oregon Community College**  
**Monthly Budget Status**  
 April 2019

**Exhibit 12a**  
 12-Jun-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>
<b><u>Non General Funds</u></b>					
<b>Debt Service Fund</b>					
Revenues	\$ 5,502,078	\$ 5,255,865	\$ (246,213)	95.5%	95.3%
Expenses	5,643,781	2,374,858	3,268,923	42.1%	42.9%
<b>Revenues Over/(Under) Expenses</b>	<b>\$ (141,703)</b>	<b>\$ 2,881,007</b>	<b>\$ 3,022,710</b>		
<b>Grants and Contracts Fund</b>					
Revenues	\$ 3,402,921	\$ 1,778,604	\$ (1,624,317)	52.3%	34.4%
Expenses	3,416,813	2,006,548	1,410,265	58.7%	40.9%
<b>Revenues Over/(Under) Expenses</b>	<b>\$ (13,892)</b>	<b>\$ (227,944)</b>	<b>\$ (214,052)</b>		
<b>Capital Projects Fund</b>					
Revenues	\$ 1,209,077	\$ 1,184,068	\$ (25,009)	97.9%	98.1%
Expenses	5,166,029	1,273,634	3,892,395	24.7%	46.5%
<b>Revenues Over/(Under) Expenses</b>	<b>\$ (3,956,952)</b>	<b>\$ (89,566)</b>	<b>\$ 3,867,386</b>		
<b>Enterprise Fund</b>					
Revenues	\$ 7,247,485	\$ 5,306,782	\$ (1,940,703)	73.2%	74.5%
Expenses	7,237,143	5,245,156	1,991,987	72.5%	67.0%
<b>Revenues Over/(Under) Expenses</b>	<b>\$ 10,342</b>	<b>\$ 61,626</b>	<b>\$ 51,284</b>		
<b>Auxiliary Fund</b>					
Revenues	\$ 7,379,662	\$ 6,525,032	\$ (854,630)	88.4%	85.8%
Expenses	9,796,641	6,470,955	3,325,686	66.1%	71.4%
<b>Revenues Over/(Under) Expenses</b>	<b>\$ (2,416,979)</b>	<b>\$ 54,077</b>	<b>\$ 2,471,056</b>		
<b>Reserve Fund</b>					
Revenues	\$ 15,502	\$ -	\$ (15,502)	0.0%	0.0%
Expenses	540,000	505,358	34,642	93.6%	89.7%
<b>Revenues Over/(Under) Expenses</b>	<b>\$ (524,498)</b>	<b>\$ (505,358)</b>	<b>\$ 19,140</b>		
<b>Financial Aid Fund</b>					
Revenues	\$ 17,659,611	\$ 11,043,479	\$ (6,616,132)	62.5%	68.1%
Expenses	17,735,190	11,498,980	6,236,210	64.8%	69.9%
<b>Revenues Over/(Under) Expenses</b>	<b>\$ (75,579)</b>	<b>\$ (455,501)</b>	<b>\$ (379,922)</b>		
<b>Internal Service Fund</b>					
Revenues	\$ 239,377	\$ 162,553	\$ (76,824)	67.9%	63.4%
Expenses	352,771	218,706	134,065	62.0%	69.2%
<b>Revenues Over/(Under) Expenses</b>	<b>\$ (113,394)</b>	<b>\$ (56,153)</b>	<b>\$ 57,241</b>		
<b>Trust and Agency Fund</b>					
Revenues	\$ 3,726	\$ 8,022	\$ 4,296	215.3%	139.2%
Expenses	3,600	3,300	300	91.7%	71.4%
<b>Revenues Over/(Under) Expenses</b>	<b>\$ 126</b>	<b>\$ 4,722</b>	<b>\$ 4,596</b>		

**Central Oregon Community College**  
**Board of Directors: Information Item**

**Prepared by:** Joe Viola, Director of Campus Services

<b>Subject</b>	Annual Maintenance Repair/Projects List 2019-20
<b>Strategic Plan</b>	
Student Success	Provide the resources in the form of well-maintained buildings, enabling students to complete their academic goals. Attracts and retains students.
Student Experience	Keep our buildings safe, attractive, and comfortable, with minimal down time impacting classes and the overall learning experience.
Community Enrichment	High quality and meticulously maintained buildings and grounds attract community members and outside groups to campus.
Institutional Efficiency	Well-maintained equipment and building assets due to well-defined and funded maintenance programs, run more efficiently, last longer, and have lower maintenance costs over the life.

- A. Background:** Per Board Policy, ELS: Asset Protection – Central Oregon Community College’s maintenance projects schedule must be reviewed at least annually. This policy ensures that the College’s assets remain properly and adequately maintained. Attached is the proposed Maintenance Projects List for 2019-20. This proposed maintenance project list contains projects identified by the Maintenance staff, by the EMG Facilities Audit from 2011, as well as input from administrators, faculty, and students. This annual maintenance Schedule was prioritized based on conditions of the equipment, space or grounds, by the Director of Campus Services and presented to the Facilities Advisory Committee and Vice President for Administration for review, and the President for approval.
- B. Options/Analysis:** The Central Oregon Community College Maintenance Projects are prioritized based on impact to facility use, and separated for the Bend, Redmond, Madras and Prineville Campuses. They are also broken down by Trade and by Building. Throughout the year, unanticipated emergency building repairs may arise, causing this list to change and/or leading us to look for additional funding sources.
- C. Timing:** The funding for these maintenance expenses are budgeted in the REPAIR account for the 2019-20 Fiscal Year.
- D. Budget Impact:** \$310,000 is committed to REPAIRS for all COCC campuses for the 2019-20 fiscal year. This may only cover (6) of the top (49) items on our Pending Maintenance Projects list.

<b>C.O.C.C. - Pending Maintenance Projects 2019-20</b>				
	<b>Project</b>	<b>Estimated Cost</b>	<b>Trade</b>	<b>Building</b>
<b>Bend Campus</b>				
1	ADA projects: Pence and Ponderosa auto door openers at Restrooms	30,000	ADA	Pence/PON
2	Snow Removal Annual Budget	40,000	Snow	All
3	ADA projects: Replace 25 failing door closures on campus	53,000	ADA	All
4	BEC ADA Accessible Entry route from College way	75,000	ADA	BEC
5	Test and Upgrade Electrical Grid Infrastructure for Campus	50,000	Electrical	All
6	Replace Coat Campus Center water line 100 lf	55,000	Plumbing	CCC
7	Pence Roof Repair/Replacement	60,000	Roofing	Pence
8	Mazama Roof Repair/Replacement	100,000	Roofing	Mazama
9	Ochoco Roof Repair/Replacement	100,000	Roofing	Ochoco
10	Library (4) Boilers replaced	110,000	HVAC	Library
11	Pioneer Upper Roof Repair/Replacement	190,000	Roofing	Pioneer
12	HCC (16) and SCI (8) HVAC Ice Guards on Roof for Mitsubishi heat pumps	19,000	HVAC	HCC/SCI
13	Repair Crumbling stairs at Modoc	45,000	Concrete	Modoc
14	Reset Damaged Sectionalizing Electrical Unit at Ochoco	45,000	Electrical	Ochoco
15	Grandview Air Handler Replaced	45,000	HVAC	Grandview
16	Coats Campus Center Window Wall Repairs	50,000	Carpentry	CCC
17	Grandview Exterior Stairs repair	85,000	Concrete	Grandview
18	Security Measures (Upgrade locksets)	5,000	Safety	All
19	A3 lot concrete BEC and Science stairs	15,000	Concrete	Science
20	Health Careers Battery Backup system	15,000	Electrical	HCC
21	Regrade Mazama Field for proper drainage	15,000	Landscaping	Mazama
22	Seal Library block walls	22,000	Painting	Library
23	Repair Stairs outside Metolius	25,000	Concrete	Metolius
24	Ponderosa -A/C	40,000	HVAC	Ponderosa
25	Upgrade ventilation system in Modoc	60,000	HVAC	Modoc
26	Replace SCI heat pump	100,000	HVAC	Science
27	BEC Chiller replacement.	185,000	HVAC	BEC
28	Clean ductwork in BEC	8,000	HVAC	BEC
29	Refinish wood pillars and repair awnings at Coats Campus Center	10,000	Painting	CCC
30	Energy Upgrades including Serpentine parking lot LED light renovation	25,000	Electrical	All
31	Physical Plant polymer coating for Shop floor	36,000	Flooring	Phys. Plant
32	Repair Ponderosa Concrete Entrance at College Way	125,000	Concrete	Ponderosa
33	Campus Services prefab metal structure for cinders and equipment	150,000	Carpentry	Campus Svcs
34	BEC CS stairs Lot G repaired	10,000	Concrete	BEC
35	Physical Plant Safety /Storage Upgrades	12,000	Safety	Phys. Plant
36	Utility Submeters for Electrical and Gas in Grandview	19,000	Electrical	Grandview
37	Repair concrete patio behind Pence	25,000	Concrete	Pence
38	Mazama Upgrades to flooring, ceiling tiles, ventilation, paint.	35,000	All	Mazama
39	Mazama Upgrades to Upper Level Common Area	35,000	All	Mazama
40	Mazama Air Conditioning to Addition	36,000	HVAC	Mazama
41	Mazama lower north entry doors replaced for security and functionality	40,000	Carpentry	Mazama
42	Metolius Renovation: HVAC, restrooms, lighting, safety at entrances	500,000	All	Metolius
43	Commencement tree planting	5,000	Landscaping	All
44	Regency COCC sign lighting	17,000	Electrical	All
45	Exterior trash cans replaced at buildings	17,500	Custodial	All
46	Upgrade landscaping at Bookstore across from Library	21,000	Landscaping	Newberry
47	CCC interior wood stairs and landing repaired	80,000	Carpentry	CCC
48	BEC skylight replacement	120,000	Carpentry	BEC
49	BEC exterior building repairs	180,000	Carpentry	BEC
		<b>3,140,500</b>		
<b>Redmond Campus</b>				
1	Replace (7) rooftop HVAC units on Building 2	\$ 60,000		Redmd Bldg2
2	Repair roof at Building 3	\$ 100,000		Redmd Bldg3
3	Install construction shed or Conex box for Redmond tools and equipment	\$ 65,000		Redmond
4	Add trees shrubs and berms to College loop area	\$ 15,000		Redmond
	<b>Total Projects Redmond Campus</b>	<b>\$ 240,000</b>		
<b>Prineville Campus</b>				
	<b>Total Projects Prineville Campus</b>	<b>\$ -</b>		
<b>Madras Campus</b>				
1	Landscaping in Parking Lot and Trees south side student gathering area	\$ 5,000	Landscaping	Madras
	<b>Total Projects Madras Campus</b>	<b>\$ 5,000</b>		



## Central Oregon Community College Board of Directors: Information Item

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<b>Subject</b>	<i>The Broadside</i>
<b>Prepared By</b>	Alicia Moore, Dean of Student and Enrollment Services

At the direction of President Shirley Metcalf, a work group convened to determine the future form and organization of a student news publication at Central Oregon Community College. The work group's charge:

*Using The Broadside Task Force report as a starting point, the work group is charged with developing a recommendation for the following questions:*

- *What type of news source is most appropriate for COCC and its students?*
- *What organizational and operational supports are needed (within existing budget)?*
- *What, if any, requirements should students who are part of the news source be required to engage with (for example, register for a journalism course? Minimum credit enrollment? Minimum GPA? Other)?*
- *What is an appropriate implementation timeline and implementation milestones/steps?*

*The work group's recommendations will go to the COCC President for review. If approved, the President will also determine assessment measurements, to be reviewed no later than two years after the news source resumes publication.*

### Membership:

- Scott Burge, ITS and Classified Representative
- Andrew Davis, Student Life and Broadside Supervisor
- Michael Gesme, Fine Arts and Communications Faculty and Department Chair for Journalism
- Annemarie Hamlin, Humanities and Faculty Representative
- Betsy Julian, Instructional Administration
- Rowan Matthews, ASCOCC/Student Representative
- Sheila Miller, Journalist
- Alicia Moore, Student and Enrollment Services and work group Chair
- Ron Paradis, College Relations and Broadside Publications Board Member
- Michel Waller, Anthropology Faculty and Faculty At-Large Representative

### RECOMMENDATIONS

President Metcalf approved the following, noting that this is an abbreviated representation of the group's full report (available upon request):

**Purpose**

The purpose of the student news source is to serve as a campus communication link among students, faculty, staff and other readers; to inform Central Oregon Community College community members of news, campus events and other topics of importance and general interest; to provide a forum for free and open exchange of ideas and opinions; to provide an innovative learning experience in a laboratory environment which emulates that of a professional news source.

**Type of News Source and Name**

The news source will primarily be web-based, with options for special print. Regardless of the change in publication type, the news source will retain its existing name, *The Broadside*.

**Student Staffing**

The work group recommends that student staff include, at a minimum, an editor-in-chief, digital/photo editor, news/opinion editor, and two to three reporters/photographers/ designers, with at least one reporter focusing on Redmond, Madras and Prineville campus/area news. The editor-in-chief may hire additional staff if student interest and budget exist.

**Student Participation Requirements**

Student staff must be enrolled in six or more credits, be in good academic standing, and enroll in the J215: Publications Lab course each term (this is not paid time for students). Additionally, the editor-in-chief must complete J216 and J217 or the equivalent.

**Professional Staff and Reporting Structure**

Continue with a .5 FTE advisor, co-supervised by the Director of Student Life and chair of Fine Arts and Communications. Primary changes to the position include an emphasis on web-based news experience and teaching J215: Publications Lab (one credit). Teaching the J216: News Reporting and Writing I and J217: News Reporting and Writing II (three credits each) is an option for the advisor, in addition to advising responsibilities, if the advisor is interested and meets required qualifications.

**Broadside Publications Board**

The purpose of *The Broadside* Publications Board is to provide feedback and guidance to *The Broadside*, but it does not have authority to dictate content. The Publications Board will meet a minimum of two times per quarter, including one annual meeting for the purpose of vision and goal setting for the coming academic year. Membership:

- 2 faculty (one position to be the chair of the department housing journalism courses)
- 2 administrators (one to be the Director of Student Life)
- 2 students
- 1 classified staff
- 1 professional journalist, external to the College

**Budget Implications**

The salary, benefits and payroll assessments are part of the College's general fund. Other expenses such as student payroll, production, computers and other technology are paid for via the student activity fee.

**Assessment**

The following assessment strategies will be used to evaluate the viability of *The Broadside* in spring 2021. The co-supervisors will serve as the lead staff to assess progress, with review of

their assessment by the COCC President, Vice President for Instruction, and Dean of Student and Enrollment Services. Final determination of The Broadside's ability to continue beyond spring 2021 will be determined by the COCC President.

#### Student Success

- 66% of students in editor positions who start in a term will successfully complete the term. Success is defined as passing the Journalism Lab course and the advisor agrees is eligible for rehire based on the job description requirements.
- 80% of students in staff positions who start in a term will successfully complete the term. Success is defined as passing the Journalism Lab course and the advisor agrees is eligible for rehire based on the job description requirements.

#### Student Learning

- Year 1: Broadside staff will contribute at least 20 relevant articles or editorials per term, with a reasonable spread of articles throughout the term. Relevant to be evaluated by the Publications Board, but is generally defined as articles of interest to the COCC community.
- Year 2: Broadside staff will contribute at least 30 relevant articles or editorials per term, with a reasonable spread of articles throughout the term. Relevant to be evaluated by the Publications Board, but is generally defined as articles of interest to the COCC community.

#### Staffing

- The Broadside will maintain a full staff at the minimum structure recommended by the work group (editor-in-chief, digital/photo editor, news/opinion editor, two to three reporters/photographers/designers with at least one reporter focusing stories on the Redmond, Madras, and Prineville campuses).

#### Readership

- Readership volume to be determined once web publishing platform is finalized, but may include the number of articles read ("click-throughs") and time on site.



**CENTRAL OREGON COMMUNITY COLLEGE  
BOARD OF DIRECTORS**

**RESOLUTION**

**Prepared by:** Laura Craska Cooper-Board Chair

**A. Action Under Consideration**

Approve emerita status for Dr. Shirley I. Metcalf, retiring president of Central Oregon Community College

**B. Discussion/History**

Board Policy BRP 7 states that the College Board may grant emeritus status to a retiring president who has "provided outstanding and distinguished service to the College." This designation then identifies the president as a continuing member of the college community.

Dr. Shirley I. Metcalf has served as president of Central Oregon Community College for five years, and as a senior administrator at COCC for eight. She has more than 40 years in higher education, as both a faculty member and administrator.

Dr. Metcalf has led the College during some good times and bad. Throughout, she has provided positive and thoughtful leadership both on and off the campus. She has instilled the concept of 'Ohana, bringing a family atmosphere to the College and community.

In her first year as President of COCC, she was named "Woman of the Year" by The Source Weekly newspaper and selected as one of Bend Chamber of Commerce's "Women of the Year" nominees. She has served as a board member for Redmond Economic Development, Better Together and the National Asian Pacific Islander Council, an Affiliate Council of the American Association of Community Colleges.

At COCC, she established a chapter of the American Association of Women in Community Colleges (AAWCC), now an active group of more than 40 COCC employees who participate in campus and statewide professional development.

She has forged positive relationships with educational partners, actively participating in monthly meetings with the Central Oregon K-12 superintendents, and signing new partnerships agreements with both Oregon State University and Eastern Oregon University.

Dr. Metcalf has been at COCC since 2011, initially serving as Dean of Extended Learning. In that role, she oversaw the college's non-credit instruction and the COCC campuses in Madras, Prineville, and Redmond. This included the Small Business Development Center, Continuing Education, Professional Development and the College's programs at the Deer Ridge Correctional Institution. In 2013, from February through June, she served as interim vice president for instruction.

She was named interim president of COCC in 2014 and then appointed permanently to the position the following year.

Prior to coming to COCC, she held the positions of executive vice president for instruction and vice president for advancement at Lake Washington Technical College. At Hawaii Community College, she served as dean of instruction (chief academic officer) and dean of outreach. She attained the rank of full professor in business and held a tenured position with the University of Hawaii System for 26 years.

Dr. Metcalf earned her bachelor's and master's degrees from the University of Hawaii and her doctorate in education from Northern Illinois University.

In 2014, Dr. Metcalf was named one of the University of Hawaii Community College's "50 Finest" for her contributions to community college education in Hawaii. As part of their 50<sup>th</sup> anniversary celebration, the UHCC credited her with a lifetime commitment to the community college system and students.

**C. Options/Analysis**

Approve the recommendation and grant emerita status to Dr. Metcalf  
Do not approve the recommendation

**D. Timing**

To be effective with her retirement on June 30, 2019.

**E. Recommendation**

Be it resolved that the Board of Directors of the Central Oregon Community College District does hereby approve emerita status for retiring President, Dr. Shirley I. Metcalf.

**F. Budget Impact**

None.